

Dear **Supervisor**,

Please accept my resignation from **Company Name** effective **Insert date**. Before leaving, I would like to offer my full cooperation in making this a smooth transition, so that my departure would not have any impact upon you, my team mates and/or our customer.

I have accepted another opportunity which I believe to be the next step in my professional development. My resignation is certainly not a reflection upon **Company Name**. I have very much enjoyed my tenure and feel that I have learned and grown during my time here. Working with you and your team has been a pleasant and rewarding experience.

I wish you and **Company Name** the best of luck for the future.

Sincerely,

**Full Name**