[Day, Month, Year]

[Supervisor Name]
[Supervisor Position]
[Employer - Business Name]
[Address Line 1]
[Address Line 2]
[City], [State] - [PIN Code]

Dear [Mr/Ms]. [Supervisor Name],

I am writing to tender my resignation from my position of [Position Held] with effect from [Resignation Date Requested].

[Reason for Resignation – ]. Therefore, I would be grateful if you could confirm receipt of my notification and of my leaving date.

If there is anything I can do to ensure a smooth transition period then please let me know. May I take this opportunity to thank you and the [Employer - Business Name] for the support and opportunities I have received during the course of my employment. I wish you, your team and [Employer - Business Name] nothing but success for the future.

Yours sincerely,

[Resignee Name]
[Address Line 1]
[Address Line 2]
[City], [State] - [PIN Code]