

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as an OJT student at [Company's Name], effective [Last Working Day, typically two weeks from the date of this letter].

I appreciate the opportunity I have had to learn and grow during my time here. The experience and knowledge I gained will be invaluable as I pursue my career.

Thank you for your guidance and support. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]