

Formal Resignation Letter Sample with Appreciation for Management Support

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day, e.g., June 30, 2024].

This decision was not easy and took a lot of consideration. I sincerely appreciate the support, encouragement, and opportunities for professional and personal growth that you and the management team have provided me during my tenure. Working under your guidance has been an enriching experience, and I am truly grateful for all I have learned.

I am especially thankful for your trust and the collaborative spirit that you have fostered in the team. The knowledge and skills I have gained will undoubtedly serve me well in my future endeavors.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to assist in finding and training my replacement, if required.

Thank you once again for your exceptional leadership and support. I will always look back on my time at [Company Name] with great appreciation.

Wishing the company continued success.

Sincerely,
[Your Name]