

# Polite Resignation Letter Sample with Grateful Closing

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

[Recipient Name]  
[Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

This was not an easy decision to make, as my time at [Company Name] has been rewarding both personally and professionally. I am deeply grateful for the opportunities to grow, the valuable skills I have acquired, and the supportive environment provided by you and my colleagues.

I am committed to ensuring a smooth transition and am more than willing to assist in training a replacement or tying up any loose ends during my remaining time here.

Thank you once again for your guidance, encouragement, and the wonderful experiences I have gained here. I truly appreciate everything [Company Name] has offered me, and I wish the team continued success in the future.

Sincerely,  
[Your Name]