

Professional Resignation Letter with Regretful Tone

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and it is with genuine regret that I submit this letter.

My time at [Company Name] has been both professionally and personally rewarding. I am deeply grateful for the support, guidance, and opportunities for growth that you and the entire team have extended to me. The experience and skills I have gained here will undoubtedly be invaluable in my future endeavors.

Unfortunately, after much consideration, I have decided to pursue a new path that aligns more closely with my long-term career goals. Please understand that this was a difficult decision, as I have sincerely enjoyed working with you and my colleagues over the years.

I am committed to ensuring a smooth transition during my remaining time and will do everything possible to assist in transferring my responsibilities.

Once again, I want to express my heartfelt gratitude for the opportunities I have had at [Company Name]. I hope to maintain a positive relationship in the future and wish the company continued success.

Sincerely,

[Your Name]