

Resignation Letter with Positive Feedback after Promotion

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

[Recipient's Name]
[Recipient's Title]
[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, as I have greatly valued my time and experiences with the company.

I would like to express my sincere gratitude for the recent promotion and the trust you have placed in me. The opportunities to grow personally and professionally under your leadership have been truly rewarding. The promotion not only affirmed my dedication and contributions but also deepened my appreciation for the company's commitment to employee development and recognition.

I am incredibly grateful for the support and encouragement from my colleagues and management. The collaborative work environment and the chance to take on new responsibilities have significantly enriched my career. I leave with many valuable lessons, meaningful relationships, and great memories.

Please be assured that I am committed to making this transition as smooth as possible. I am happy to assist with training my replacement or ensuring important duties are handed over appropriately.

Thank you again for your guidance, support, and for the many opportunities throughout my tenure. I look forward to staying connected and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]