

# Resignation Letter with Regret and Gratitude

[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],

It is with a heavy heart and a deep sense of gratitude that I formally submit my resignation 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 the opportunities, guidance, and support I have received during my time here. Being a part of [Company Name] has contributed significantly to my personal and professional growth. I am truly thankful for the chance to work alongside a talented and inspiring team, and I appreciate the trust and confidence you have placed in me.

Please know that my decision to leave is driven by [optional: personal reasons/new opportunities/career development, etc.] and not by any dissatisfaction with my experience here. I look back with fondness on the memories and achievements we have shared, and I hold the highest regard for the company and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to assist in transferring my duties before my departure. Please let me know how I can help to make this process as seamless as possible.

Thank you once again for the wonderful opportunity and for all the support throughout my tenure. I hope to stay in touch, and I wish [Company Name] and the entire team continued success in the future.

Sincerely,  
[Your Name]