

Resignation Letter with Thank You Note to Employer

Template:

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

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

Dear [Employer's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], with my last working day being [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the opportunities and guidance you have provided me during my time at [Company Name]. Working here has been a rewarding experience, and I truly appreciate the support and encouragement I have received from you and the entire team. The skills and knowledge I have gained will be invaluable to me in my future career endeavors.

Thank you once again for everything. I will do everything possible during my notice period to ensure a smooth transition. Please let me know how I can help during this time.

Wishing you and [Company Name] continued success.

Sincerely,
[Your Name]