

Resignation Letter with Thank You Note for Professional Growth

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization 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/Organization Name], effective [Last Working Day, typically two weeks from date]. This decision was not made lightly, as my time at [Company/Organization Name] has been both rewarding and instrumental to my professional growth.

I would like to express my sincere gratitude for the opportunities and support I have received throughout my tenure here. Working at [Company/Organization Name] has allowed me to develop valuable skills, learn from exceptional colleagues and mentors, and contribute to projects that have significantly shaped my career. I especially appreciate the encouragement and guidance provided by you and the entire team, which have helped me to continuously challenge myself and grow professionally.

Please let me know how I can help during this transition period. I am committed to ensuring a smooth handover of my responsibilities and will do my utmost to support the team as I conclude my duties.

Thank you again for the trust, inspiration, and professional development opportunities you have provided me. I will always cherish my experience at [Company/Organization Name] and look forward to staying in touch.

Sincerely,
[Your Name]