

Professional Resignation Letter with Thank You Note to Boss

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, on [Last Working Day].

I am grateful for the opportunities I have had during my time at [Company Name]. Working under your leadership has been a highly rewarding experience for me. I sincerely appreciate your guidance, encouragement, and support, which have played a significant role in my professional and personal growth.

Thank you for the trust you placed in me and for providing a positive and motivating work environment. The experience and skills I have gained here will always be valuable to me.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or transferring my responsibilities.

Once again, thank you for your leadership and support. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]