

[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],

It is with a heavy heart and much deliberation that I submit my formal resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

Having been a part of the [Company Name] family for the past [Number] years has been both an honor and a privilege. I have learned, grown, and developed both professionally and personally during my time here, and for that, I am immensely grateful. The support and opportunities provided to me have far exceeded my expectations, and I will always look back on this chapter of my career with pride and appreciation.

This decision was not an easy one and comes after considerable thought and reflection about my personal and professional goals. I believe this is the right moment for me to pursue new challenges and opportunities, though leaving behind such a remarkable team and organization is truly difficult.

I am deeply thankful for the trust, guidance, and encouragement I have received from you and my colleagues throughout the years. The friendships and relationships I have built here will always hold a special place in my heart.

I am committed to ensuring a smooth transition and will do my utmost to assist in handing over my responsibilities during my notice period. Please let me know how I can best support this process.

Thank you once again for everything. I hope our paths cross again in the future, and I wish [Company Name] continued growth and success.

With sincere gratitude,
[Your Name]