

# Resignation Letter Sample with Thank You Note to Boss

Date: [Insert Date]

To,  
[Boss's Name]  
[Designation]  
[Company Name]  
[Company Address]

Dear [Boss's Name],

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

I want to express my sincere gratitude for all the support, guidance, and opportunities you have provided me during my time here. Working under your leadership has been an enriching and memorable experience. Your mentorship has helped me grow professionally and personally, and I truly appreciate the trust and encouragement you have shown me throughout my tenure.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I wish you and the entire team at [Company Name] continued success.

Sincerely,  
[Your Name]