

Resignation Letter with Thank You Note for Leadership Opportunities

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

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

As I take the next step in my career, I want to express my deepest gratitude for the leadership opportunities I have been given during my time at [Company Name]. Being entrusted with roles and responsibilities that allowed me to lead projects and collaborate with talented teams has been truly invaluable to my personal and professional growth.

I am sincerely appreciative of the support, guidance, and encouragement provided by you and the entire management team. The experiences I've gained here have significantly contributed to developing my leadership skills and have prepared me for future challenges and opportunities.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or transferring my responsibilities. Please let me know how I can be of help during this period.

Thank you once again for the trust, mentorship, and opportunities you have provided. I will always look back on my time at [Company Name] with admiration and appreciation.

Wishing the company and my colleagues continued success.

Sincerely,
[Your Name]