

Short Resignation Letter with Appreciation for Opportunities

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today].

I would like to express my sincere appreciation for the opportunities and experiences I have gained during my time here. Thank you for your support and for making my time at [Company Name] both enjoyable and rewarding.

I wish the company continued success, and I look forward to staying in touch.

Sincerely,
[Your Name]