

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], with my final working day being [Last Working Day, typically two weeks from the date above].

As I embark on a new chapter in my career, I would like to express my heartfelt gratitude to you and the entire team for the incredible support, inspiration, and guidance I have received throughout my time here. Your unwavering encouragement and constructive feedback have been invaluable to my growth, both professionally and personally.

The collaborative spirit and mutual respect among our team members have made every challenge feel like an opportunity to learn and succeed together. I am especially thankful for the mentorship and camaraderie that have helped me navigate obstacles and achieve my goals. The lessons I have learned here-through shared successes, unexpected hurdles, and the daily encouragement from colleagues-will always be an integral part of my journey.

I leave knowing that I have grown immeasurably thanks to the positive and supportive environment fostered by this team. I appreciate the opportunities I have been given and the trust placed in me, and I am confident that the relationships we have built will endure beyond my tenure.

Please accept my sincerest thanks for everything. I remain committed to ensuring a smooth and seamless transition, and I look forward to staying in touch as our paths continue to cross in the future.

With deep appreciation,
[Your Name]