

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

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

Dear [Recipient's Name],

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

As I prepare to embark on a new chapter, I want to express my deepest gratitude to you and all my colleagues for making my time here truly memorable. Working alongside such a dedicated, talented, and inspiring team has been one of the greatest highlights of my career. The support, camaraderie, and encouragement I have received have made each day both productive and enjoyable, and for that, I am profoundly thankful.

Reflecting on my tenure, I am proud of the accomplishments we achieved together and the meaningful relationships I have developed. From tackling challenging projects to celebrating our collective successes, every experience has contributed to my growth both professionally and personally. I have learned invaluable lessons from each of you, and your guidance, support, and friendship will always remain close to my heart.

Thank you for the countless opportunities, the spirit of teamwork, and the unwavering belief in my potential. I am grateful for the trust and respect I have been shown, and I leave with nothing but admiration and appreciation for this incredible team.

Though I am excited for what lies ahead, I will sincerely miss working with all of you. Please know that I am committed to ensuring a smooth transition and am available to assist in any way possible as I wrap up my current responsibilities.

I hope to keep in touch, and I look forward to staying connected as colleagues and friends. Wishing everyone at [Company Name] continued success and happiness in all future endeavors.

With heartfelt gratitude,

[Your Name]