

Resignation Letter Template with Thank You Note for Coworkers' Support

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

[Recipient's Name]
[Recipient's 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] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as I have truly valued my time and experiences at [Company Name].

I would like to extend my heartfelt gratitude to my colleagues and the entire team for their unwavering support, encouragement, and camaraderie. Working alongside such talented and dedicated individuals has not only made my daily responsibilities more enjoyable, but has also contributed significantly to my personal and professional growth. I will always cherish the collaborative spirit and positive work environment we created together.

Please let me know how I can assist during this transition period to ensure a seamless handover of my responsibilities. I am committed to supporting the team as much as possible until my departure.

Thank you once again for all the opportunities, guidance, and support. I look forward to staying in touch and wish everyone continued success in the future.

Sincerely,
[Your Name]