

Simple Resignation Letter with Appreciation to Management

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

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

Dear [Manager's Name],

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

I want to express my sincere gratitude for the opportunities and support I have received during my time with the company. Working under your guidance has been a truly positive and rewarding experience. I have gained invaluable knowledge and developed both professionally and personally, thanks to your leadership and encouragement.

I am committed to ensuring a smooth transition and am happy to assist in any way I can during this period. Please let me know how I can help in training my replacement or completing any outstanding tasks.

Thank you once again for the support and mentorship. I genuinely appreciate the time I have spent at [Company Name] and will always look back on it with fondness.

Wishing you and the company continued success.

Sincerely,
[Your Name]