

Emotional Resignation Letter with Deep Regret

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

With a heavy heart and deep regret, 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].

This decision has been incredibly difficult for me, as my time with [Company Name] has been filled with immense growth, countless cherished memories, and invaluable experiences. I am truly grateful for the trust, support, and encouragement you and the entire team have provided throughout my tenure here.

The decision to leave comes after much thought and personal reflection regarding my current circumstances. [Briefly mention reason if appropriate, e.g., personal commitments, health, relocation, unavoidable changes, etc.] Please understand that this decision is in no way a reflection of my experience at [Company Name], but rather stems from [specific reason or personal necessity].

I sincerely apologize for any inconvenience my departure may cause and am fully committed to ensuring a smooth and seamless transition. Please let me know how I can assist during this period, whether it be training a replacement, documenting workflows, or completing outstanding tasks.

I will forever be thankful for the opportunities I have been given and the friendships I have made here. It has truly been an honor and a privilege to be part of such a remarkable team.

Thank you once again for everything. I wish [Company Name] and my colleagues nothing but continued success and happiness in the future.

With deepest gratitude and warmest regards,
[Your Name]