

## Formal Resignation Letter Sample with Appreciation

[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],

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

I would like to express my sincere gratitude for the positive work environment and invaluable experiences I have gained during my time at [Company Name]. It has been a pleasure being part of a supportive and collaborative team, and I deeply appreciate the encouragement and guidance provided by both my colleagues and management.

The opportunities for professional growth and the camaraderie within the team have made my tenure here both enjoyable and fulfilling. I am genuinely thankful for the trust and confidence you have placed in me and for the opportunities to contribute to the success of the organization.

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for the positive experiences and lasting memories. I look forward to staying in touch and wish everyone at [Company Name] continued success.

Sincerely,  
[Your Name]