

# Formal Resignation Letter with Thank You Note

[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 announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

This decision was not made lightly, as I have truly valued my time at [Company Name]. I am especially grateful for the opportunities I have been given to grow both professionally and personally during my tenure here. The support and encouragement from you and the entire team have contributed greatly to my development, and I have greatly appreciated being part of such a dedicated and talented group.

I want to extend my sincere thanks for your guidance and mentorship throughout my time here. The experiences and skills I have gained will undoubtedly serve me well in my future endeavors, and I am genuinely grateful for all that I have learned.

I will do my best to ensure a smooth transition and will gladly assist in training a replacement or handing over my responsibilities as needed. Please let me know how I can be of help during this period.

Thank you once again for the invaluable experiences and support. I wish [Company Name] continued success and hope we can stay in touch in the future.

Sincerely,  
[Your Name]