

Resignation Letter with Appreciation for Career Growth

Sample

A **resignation letter with appreciation for career growth sample** serves as a polite and professional way to inform an employer about one's decision to leave the company while expressing gratitude for the opportunities and experiences gained during the tenure. This type of letter highlights the employee's acknowledgment of personal and professional development, support from colleagues and management, and the positive impact the role had on their career journey. It maintains a respectful tone and helps preserve good relationships for future networking and references.

Sample Resignation Letter

Your Name

Your Address

City, State, ZIP Code

Email Address

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 Job Title] at [Company Name], effective two weeks from today, [Last Working Day].

This decision was not made lightly, as my time here has been incredibly rewarding. I want to express my deep appreciation for the numerous opportunities for growth and learning that I have received during my tenure. The support and guidance from you and the entire team have been instrumental in my professional and personal development.

Working at [Company Name] has allowed me to expand my skills, take on new challenges, and work alongside talented colleagues. I am truly grateful for the encouragement and trust that was placed in me, and I value all the experiences that have contributed to shaping my career.

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

Thank you once again for the support and opportunities. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]