

Sample Resignation Letter Expressing Gratitude and Positive Feedback

[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 two weeks from today, [Last Working Day].

I would like to express my sincere gratitude for the opportunities, guidance, and support I have received during my time here. Working at [Company Name] has been a truly rewarding experience, and I am grateful for the professional development and personal growth I have achieved.

I have genuinely enjoyed collaborating with my colleagues and have been continually inspired by the positive, encouraging work environment. The leadership team's commitment to innovation and employee well-being are qualities I admire and appreciate.

Thank you again for an enriching and memorable experience. Please let me know how I can assist to make this transition as smooth as possible. I hope to maintain a positive relationship going forward and wish [Company Name] continued success.

Sincerely,

[Your Name]