

Appreciative Resignation Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

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

This was not an easy decision, as my time at [Company/Organization Name] has been incredibly rewarding. I would like to express my sincere gratitude for the supportive and inspiring environment you and the entire team have cultivated. The encouragement, guidance, and respect I have received have allowed me to grow both professionally and personally.

I have truly valued the emphasis on teamwork, the opportunities to learn, and the open communication that made every challenge an opportunity for growth. I appreciate the way management has always supported and motivated me to achieve my goals, and I am genuinely thankful to have been a part of such a positive workplace culture.

Please rest assured that I am committed to making this transition as smooth as possible. I am happy to assist in training my replacement and handing over my responsibilities to ensure continuity.

Thank you again for everything. I will always look back fondly on my time with [Company/Organization Name] and hope to stay in touch as I take the next step in my career.

Wishing you and the team continued success.

Sincerely,

[Your Name]