

Formal Resignation Letter Sample with Appreciation

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, with my last working day being [Last Working Day, e.g., July 15, 2024].

I would like to express my deepest gratitude for the opportunities and support I have received during my tenure at [Company Name]. The experiences and skills I have gained here-particularly in [mention specific skills, projects, or responsibilities]-have been instrumental in my professional growth and have positively shaped the trajectory of my career. I sincerely appreciate your guidance and encouragement, as well as the collaborative environment within the team.

I am committed to making this transition as smooth as possible. Please let me know how I can assist during the handover period and in training my replacement, if needed.

Thank you again for the trust, support, and career advancement opportunities you have provided. I will always look back on my time at [Company Name] with fondness and pride.

Wishing the company and my colleagues continued success in the future.

Sincerely,
[Your Name]