

# Professional Resignation Letter with Gratitude for Organizational Support

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

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

Dear [Manager's Name],

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

This decision was not made lightly, as my time at [Organization Name] has been incredibly rewarding both professionally and personally. I would like to extend my heartfelt gratitude to you and the entire organization for the opportunities, guidance, and unwavering support you have provided me during my tenure.

The skills and experiences I gained here have been invaluable, and I am truly grateful for the chance to work with such a talented team. The collaborative and supportive environment at [Organization Name] has not only contributed to my professional growth but has also fostered lasting relationships I will always cherish.

Please let me know how I can assist during the transition period to ensure a smooth handover of my responsibilities. I am committed to supporting the team and will do everything I can to make the process as seamless as possible.

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

Sincerely,  
[Your Name]