

Professional Resignation Letter with Thank You for Support

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

[Recipient Name]
[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 [Last Working Day, typically two weeks from the date above].

I want to express my sincere gratitude for the support, guidance, and opportunities I have received during my time with [Company Name]. Working with you and the entire team has been both a privilege and a valuable learning experience. I truly appreciate the trust placed in me, the knowledge I've gained, and the collaborative environment fostered throughout my tenure.

Please let me know how I can help ensure a smooth transition and support the team during this period. I am committed to completing my remaining responsibilities and will assist in any way possible to make the handover as seamless as I can.

Thank you again for your support and leadership. I am grateful for my time at [Company Name] and will always value the relationships and experiences I've had here.

Wishing the company continued success in the future.

Sincerely,
[Your Name]