

# Resignation Letter with Gratitude and Appreciation Sample

A **resignation letter with gratitude and appreciation sample** serves as a professional and courteous way to inform an employer of your decision to leave a position while expressing heartfelt thanks for the opportunities and support received during your tenure. This type of letter highlights your gratitude for the experiences gained, the relationships built, and the skills developed, ensuring a positive and respectful departure that maintains a good relationship with the employer and colleagues. Including appreciation in the resignation letter fosters goodwill and leaves a lasting positive impression, which can be beneficial for future references or networking.

## Sample Resignation Letter with Gratitude and 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 [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as my experience with [Company Name] has been extremely rewarding. I would like to express my sincere gratitude for the invaluable opportunities and support provided to me throughout my tenure here. Working under your leadership and alongside such a dedicated team has greatly contributed to my professional and personal growth.

I am especially thankful for [mention any specific experiences, projects, or opportunities]. These experiences have equipped me with skills and memories that I will always cherish.

I am committed to ensuring a smooth and effective transition. Please let me know how I can assist in transferring my responsibilities or training a replacement during my remaining time.

Thank you again for everything. I hope to remain in touch and wish you and the team continued success.

Sincerely,

[Your Name]