

Resignation Letter Example for Boss with Appreciation

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

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

Dear [Boss'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 today]. This decision was not easy and took careful consideration.

I want to take this opportunity to express my sincere appreciation for your support and leadership during my time at [Company Name]. Working under your guidance has been a tremendously valuable experience, and I have learned a great deal from your expertise. I am grateful for the encouragement and trust you have shown me and for the opportunities you provided that helped me grow professionally and personally.

Please let me know how I can assist in ensuring a smooth transition. I will do everything possible to complete outstanding tasks and support the handover process.

Thank you again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]