

Formal Resignation Letter Sample with Appreciation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient'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].

I want to express my sincere gratitude for the numerous opportunities I've had to grow both personally and professionally during my time at [Company Name]. The supportive environment, challenging projects, and collaboration with talented colleagues have played a significant role in my development. I greatly appreciate the trust and guidance you've provided, which have helped me enhance my skills in meaningful ways.

This decision was not made lightly, as I hold my experiences and relationships within the company in high regard. I am committed to ensuring a smooth transition and will do everything I can to complete outstanding tasks and assist in the handover process.

Thank you once again for the support, encouragement, and valuable experiences. I am truly grateful for my time at [Company Name] and look forward to staying in touch.

Sincerely,

[Your Name]