

Resignation Letter Sample with Thank You Note

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have accepted an opportunity that will further my career growth and professional development.

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. Working with such a talented and dedicated team has been both a privilege and a pleasure, and I have greatly appreciated the guidance and encouragement provided by you and my colleagues. The experiences I have gained here have contributed significantly to both my professional and personal growth.

I am committed to making this transition as smooth as possible. I am happy to assist with training a replacement or transferring my responsibilities over the next few weeks. Please let me know how I can help to ensure a seamless handover.

Thank you once again for the valuable experiences and support during my tenure at [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]