

Below is a concise and professional resignation letter template with a thank you note that you can use to formally notify your employer of your departure while expressing gratitude for your experience with the organization.

## **Short Resignation Letter with Thank You Note Sample**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today].

Thank you very much for the support, guidance, and opportunities you have provided me during my time here. I have truly appreciated being part of the team and enjoyed working with everyone at [Company Name].

Please let me know how I can assist during this transition period. I wish the company continued success in the future.

Sincerely,

[Your Name]