

Formal Resignation Letter Sample with Appreciation to Team and Colleagues

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective [last working day, typically two weeks from the date above].

This decision was not made lightly, as my time at [Company Name] has been tremendously rewarding and fulfilling. I would like to take this opportunity to express my sincere appreciation to you and the entire team for the support, encouragement, and camaraderie that I have experienced during my tenure. I have genuinely valued the collaboration and knowledge shared among my colleagues, which has contributed significantly to both my professional and personal growth.

I am grateful for the opportunities and challenges that have enabled me to develop new skills and contribute to our shared goals. I truly appreciate the culture of teamwork and mutual respect that defines [Company Name], and I am honored to have been a part of such an outstanding organization.

Please let me know how I can help ensure a smooth transition during my notice period. I am committed to handing over my responsibilities and assisting in any way possible as you find my replacement.

Thank you again for your mentorship and for the wonderful experiences. I wish you and the team continued success, and I look forward to staying in touch in the future.

Sincerely,

[Your Name]