

Resignation Letter with Appreciation for Learning Opportunities

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

[Recipient Name]
[Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

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

This was not an easy decision to make, as my time at [Company Name] has been immensely rewarding. I would like to express my deepest appreciation for the support, encouragement, and numerous learning opportunities I have received throughout my tenure here. Working with such a talented and dedicated team has allowed me to grow both professionally and personally, and I am truly grateful for the trust and responsibilities bestowed upon me.

I am especially thankful for [mention any specific training, mentorship, or projects], which have helped me develop skills and experiences that will benefit me for years to come. I value the positive work environment you foster here and will always look back on my time with [Company Name] with fondness and gratitude.

I am committed to making this transition as seamless as possible. Please let me know how I can assist during my notice period to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunities and guidance. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]