

Resignation Letter with Appreciation for Professional Growth

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

[Recipient Name]
[Recipient 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] with [Company Name], effective [Last Working Day, typically two weeks from the date above].

As I take this step, I want to express my sincere appreciation for the opportunities for professional and personal growth that I have experienced during my time at [Company Name]. Working here has enabled me to develop invaluable skills, expand my knowledge, and contribute meaningfully alongside talented colleagues in a supportive environment.

I am especially grateful for [mention specific experiences, such as projects, mentorship, or training opportunities] that have helped shape my career. The encouragement and guidance I received from you and the team made a significant positive impact on my journey.

Leaving [Company Name] was not an easy decision, and it is with mixed emotions that I move forward to pursue new challenges. I am committed to making the transition as smooth as possible and ensuring that my responsibilities are handed over effectively.

Thank you once again for your support, mentorship, and the many memorable experiences. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,
[Your Name]