

Formal Resignation Letter Expressing Appreciation - Sample

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's 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 above].

This decision was not made lightly, as my time at [Company Name] has been exceptionally rewarding. I am deeply grateful for the opportunities I have had to grow both professionally and personally during my tenure here. Working with a talented and dedicated team has been an invaluable experience, and I have greatly appreciated your leadership and support.

I would like to express my sincere appreciation for the trust, guidance, and encouragement you have provided over the years. The knowledge and skills I have gained through various projects and collaborations will serve me well throughout my career. I am especially proud of [mention a specific achievement or project, if applicable], which would not have been possible without the collective efforts of the entire team.

Please be assured that I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Should you require any assistance during this period, please do not hesitate to let me know.

Thank you once again for the invaluable experiences and support. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]