

Formal Resignation Letter Sample with Appreciation for Learning Opportunities

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

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

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day, e.g., July 14, 2024].

This decision was not made lightly and comes after careful consideration of my personal and professional goals. I want to express my sincere gratitude for the many opportunities I have had during my time at [Company Name]. Working here has allowed me to develop invaluable skills, expand my knowledge, and grow both personally and professionally.

I am truly appreciative of the support, mentorship, and encouragement I have received from you and my colleagues. The experiences and insights gained here will undoubtedly benefit me throughout my career.

I am committed to ensuring a smooth transition during my remaining time. Please let me know how I can best assist in transferring my responsibilities or training my successor.

Thank you once again for the exceptional learning opportunities and for fostering such a positive work environment. I am grateful to have been part of [Company Name] and look forward to staying in touch.

Sincerely,
[Your Name]