

Short Resignation Letter Sample with Thank You Note

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

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

I would like to thank you and the entire team for the support and opportunities I have received during my tenure. I truly appreciate the valuable experiences and professional growth I have gained while working here.

Please let me know if there is anything I can do to help during the transition.

Thank you once again for everything.

Sincerely,
[Your Name]