

# Professional Resignation Letter Sample with Thank You Note

This **professional resignation letter sample with thank you note** provides a clear and courteous template for employees planning to leave their current position. It emphasizes the importance of maintaining a positive tone by expressing gratitude towards the employer for the opportunities and experiences gained. This sample guides individuals on how to formally notify their employer of their resignation while acknowledging the support received, thereby preserving professional relationships and leaving a positive impression for future references.

## Sample Resignation Letter

[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 two weeks from today, [Last Working Day, e.g., June 30, 2024].

I would like to express my sincere gratitude for the opportunities and experiences I have gained during my time here. It has been a pleasure working with you and the entire team. The support, guidance, and encouragement that I have received have contributed greatly to my personal and professional growth.

I am committed to making this transition as smooth as possible and will do everything I can to ensure a seamless handover of my responsibilities. Please let me know if there is anything specific I can assist with in this process.

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

Sincerely,  
[Your Name]