

Professional Resignation Letter with Thank You Note

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I am incredibly grateful for the opportunities and experiences I have gained during my time here. Working with such a talented team and supportive management has helped me grow professionally and personally. I especially appreciate [mention a specific project, opportunity, or learning experience if appropriate].

As I embark on a new opportunity, I would like to express my sincere thanks for your guidance and encouragement. Please know that I am committed to ensuring a smooth transition and will do everything I can to assist during this period.

Thank you again for the valuable experiences and support. I hope to remain in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]