

Professional Resignation Letter with Thank You for Positive Work Environment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title or Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective [last working day, typically two weeks from the date above].

This decision was not an easy one, as my time at [Company Name] has been both rewarding and enjoyable. I would like to express my deepest gratitude for the positive work environment and the support I have received during my tenure. The collaborative atmosphere and encouragement I experienced have greatly contributed to my professional and personal growth.

I am genuinely thankful for the opportunities I have had to work alongside talented colleagues and for the guidance and mentorship provided by you and the management team. I will carry forward the valuable skills and experiences gained here throughout my career.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you again for making my time at [Company Name] so meaningful. I look forward to staying in touch and wish the organization continued success in the future.

Sincerely,

[Your Name]