

Resignation Letter Template: Appreciation and Future Well Wishes

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

[Recipient Name]
[Recipient 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 [Last Working Day, typically two weeks from the date above].

I would like to express my sincerest gratitude for the invaluable experiences I have gained and the support I have received during my time with [Company Name]. Working with such a talented and dedicated team has been both inspiring and rewarding. I am truly appreciative of the opportunities provided to me, which have contributed greatly to my professional growth.

Please know that my decision to move on has been reached after careful consideration and is motivated by my personal and career aspirations. I am committed to ensuring a smooth transition and am happy to assist in training my replacement or handing off responsibilities as needed.

I wish [Company Name] and the entire team continued success in all future endeavors. I am confident that the company will achieve even greater accomplishments, and I am grateful to have been a part of its journey.

Thank you once again for everything. I look forward to keeping in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]