

Resignation Letter with Thank You Note

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

[Recipient's Name]
[Recipient's 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 Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly. My time at [Company Name] has been incredibly rewarding, and I am sincerely grateful for the opportunities I have had to grow personally and professionally. Working alongside such a talented and supportive team has been a privilege, and I have appreciated the guidance and trust you have shown me throughout my tenure.

I am especially thankful for [mention specific experiences, projects, or support received], which have significantly contributed to my development. These experiences will remain invaluable as I move forward in my career.

During my notice period, I am committed to assisting with the transition in any way possible to ensure a smooth handover of my responsibilities.

Thank you once again for everything. I am grateful for the positive environment and the wonderful memories I will carry with me. I hope to stay in touch and look forward to seeing how [Company Name] continues to grow and succeed.

Sincerely,
[Your Name]