

Formal Resignation Letter with Appreciation

[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 date above].

I would like to express my sincere appreciation for the opportunities and support I have received throughout my tenure here. Working at [Company Name] has been an invaluable experience, contributing significantly to my professional and personal growth. I am especially grateful for [mention any specific support, project, or mentoring you appreciated].

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

Thank you again for everything. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]