

Sample Resignation Letter with Sincere Regret

[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].

This decision was not made lightly and comes with sincere regret. I have thoroughly enjoyed my time at [Company Name] and am truly grateful for the opportunities, support, and guidance I have received during my tenure. I cannot express enough how much I have valued being part of such a dedicated and talented team.

I understand that my departure may cause inconvenience, and I am truly sorry for any disruption it may bring to the team. Please be assured of my utmost commitment to ensuring a smooth transition in the coming weeks. I am more than willing to assist in training a replacement or providing any necessary documentation to help during this period.

Thank you once again for the trust and encouragement you have shown me throughout my time here. I wholeheartedly appreciate everything I have learned and the professional growth I have experienced at [Company Name].

I hope to stay in touch, and I wish you and the entire team continued success in the future.

Sincerely,

[Your Name]