

## Simple Resignation Letter with Gratitude

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above].

I would like to express my sincere gratitude for the opportunities, support, and encouragement I have received during my time here. Working with such a supportive team in a positive environment has greatly contributed to my professional and personal growth.

Thank you once again for everything. I will do my best to ensure a smooth transition over the coming weeks. Please let me know if there is anything I can do to help during this period.

I wish the company continued success and hope to keep in touch.

Sincerely,

[Your Name]