

Detailed Resignation Letter Template Thanking Team

[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 announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and comes after careful consideration of my personal and professional goals. My time at [Company Name] has been immensely rewarding, and I am truly grateful for the opportunity to work alongside a talented, driven, and supportive team.

I would like to extend my heartfelt thanks to you and the entire team for providing such a collaborative and encouraging environment. The knowledge, skills, and experiences I have gained here have greatly contributed to my personal and professional growth. I have genuinely enjoyed working with everyone and appreciate the guidance, mentorship, and camaraderie that defined my tenure at [Company Name].

Please rest assured that I am committed to making this transition as seamless as possible. I am happy to assist in training my replacement, documenting my current responsibilities, and ensuring that ongoing projects continue smoothly.

I will always look back fondly at my time with [Company Name] and am deeply appreciative of the unwavering support and teamwork I experienced. I hope to stay in touch, and I look forward to seeing all the great things the company and the team will accomplish in the future.

Thank you once again for everything.

Sincerely,
[Your Name]