

Formal Resignation Letter Sample with Appreciation for Mentorship

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

[Recipient Name]
[Recipient Title]
[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 two weeks from today, [Last Working Day, e.g., June 23, 2024].

This decision was not easy, as my time at [Company Name] has been extremely rewarding on both a professional and personal level. I would like to express my sincere appreciation for the mentorship and guidance you have provided throughout my tenure. Your support and encouragement have played a significant role in my development, and I am truly grateful for the invaluable insights you have shared.

Thank you for the opportunities to grow and for entrusting me with responsibilities that have prepared me for the next chapter of my career. I am especially appreciative of your patience and willingness to share your expertise, which has made a lasting impact on my professional journey.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can best assist in this process.

Thank you once again for your mentorship and support. I hope to stay in touch, and I look forward to seeing the continued success of [Company Name].

Sincerely,
[Your Name]