

Resignation Letter with Appreciation for Positive Work Environment

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's 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, e.g., two weeks from today]. This decision was not made lightly and comes after careful consideration of my personal and professional goals.

I would like to express my deepest gratitude for the incredibly positive work environment I have experienced during my time at [Company Name]. The support and encouragement from you and my colleagues have played a significant role in my personal and professional development. I have truly valued the opportunities provided to me, as well as the collaborative and inclusive company culture that has made each day enjoyable and rewarding.

Please know that my decision to move on is based on [brief reason if desired, e.g., pursuing new challenges, personal reasons, etc.], and does not reflect any dissatisfaction with my experience at [Company Name]. I will do everything I can during my notice period to ensure a smooth transition and to assist in any way possible.

Thank you once again for your leadership, guidance, and for creating such a positive workplace. I hope to stay in touch and look forward to crossing paths in the future.

Sincerely,
[Your Name]