

Resignation Letter with Appreciation for Supportive Boss Sample

Below is a sample **resignation letter with appreciation for a supportive boss**. Use this template to express your gratitude and maintain professionalism when announcing your departure.

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Manager's 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].

As I take this next step in my career, I want to express my deep appreciation for the guidance and support you have provided me during my time here. Your leadership has been truly inspiring, and your unwavering encouragement has played a significant role in both my professional and personal growth.

I am grateful for the opportunities and challenges you entrusted me with, which allowed me to develop new skills and gain confidence in my abilities. Working under your management has been a rewarding experience, and I sincerely value the positive work environment you fostered for our team.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for your mentorship and support. I will always look back on my time at [Company Name] with great fondness and respect.

Wishing you and the team continued success.

Sincerely,
[Your Name]