

Resignation Letter with Positive Feedback for Employer

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's 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., July 15, 2024].

This decision did not come easily, as my time with [Company Name] has been incredibly rewarding both professionally and personally. I am sincerely grateful for the opportunities I have had to grow within the company and for the invaluable experience I have gained while working alongside such a dedicated and talented team.

I especially appreciate the supportive and encouraging work environment fostered at [Company Name]. Your leadership and mentorship have played a significant role in my development, and I am thankful for the trust and guidance you have provided throughout my tenure.

I remain committed to ensuring a smooth transition and am happy to assist in training a replacement or handing over my responsibilities as needed in the coming weeks.

Thank you again for everything. I am truly grateful to have been part of [Company Name], and I look forward to staying in touch. I wish you and the team continued success.

Sincerely,
[Your Name]