

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above]. This decision was not made lightly, and it comes after careful consideration of my personal and professional aspirations.

I would like to express my sincerest gratitude to you and the entire team for the unwavering support, guidance, and encouragement I have received throughout my tenure. The collaborative work environment and the camaraderie among colleagues have made my experience both enriching and memorable.

I am especially appreciative of the invaluable training and mentorship provided to me. The opportunities to learn, grow, and develop new skills have greatly contributed to my professional and personal growth. Your dedication to nurturing talent and building a supportive team culture has always inspired me, and I deeply value the trust and confidence that were placed in me.

It has truly been an honor to work with such a committed and talented group of individuals. I leave with fond memories, lasting friendships, and immense respect for everyone with whom I have had the pleasure of working.

During my notice period, I am fully committed to ensuring a smooth transition. Please let me know how I can best assist with handing over my responsibilities and supporting the team during this time.

Once again, thank you for the wonderful experiences and opportunities. I genuinely hope to stay in touch, and I wish the team and [Company Name] continued success in all future endeavors.

Sincerely,

[Your Name]