

Heartfelt Resignation Letter with Appreciation Sample

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Today's 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 date].

This has not been an easy decision, as my time at [Company Name] has been one of immense growth and incredible experiences. I am deeply grateful for the opportunities I have had here and for the trust and support you and the entire team have shown me. Working alongside such talented and dedicated individuals has allowed me to learn, challenge myself, and expand my professional skills in ways I will always value.

Please accept my heartfelt thanks for your guidance and mentorship throughout my tenure. Your leadership has been both inspiring and supportive, making every day at work a positive and motivating experience. I am truly appreciative of the collaborative spirit and friendship shared among my colleagues, which has made [Company Name] feel like a second home.

While I am excited to begin a new chapter in my career, I will always remember my time here with fondness and gratitude. Please let me know how I can help ensure a smooth transition of my responsibilities before my departure.

Thank you again for everything. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,
[Your Name]