

Professional Resignation Letter with Appreciation for Team

Please find below a sample template for a professional resignation letter that expresses appreciation for your team:

[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 announce my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I want to take this opportunity to express my sincere gratitude for the support, guidance, and encouragement I have received during my time here. Working alongside such a talented and dedicated team has been truly a rewarding experience. The collaboration and camaraderie within our department made each challenge enjoyable and each success even more meaningful.

I am genuinely thankful for the professional growth and experiences I have gained at [Company Name]. Please extend my thanks and appreciation to everyone on the team. I highly value the relationships I have built here and hope to maintain them in the future.

During my notice period, I am committed to ensuring a smooth transition and will do everything possible to assist with the handover of my responsibilities.

Thank you again for the wonderful opportunity to be a part of [Company Name]. I wish the team and the company continued success.

Sincerely,
[Your Name]

Tips:

- Customize the letter with your specific details.
- Remain positive and professional throughout.
- Offer to assist during the transition period.