

Professional Resignation Letter Sample Expressing Gratefulness

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective two weeks from today, [Last Working Day, e.g., July 12, 2024].

I am sincerely grateful for the opportunities and experiences I have had during my tenure at [Company's Name]. Working with such a talented and supportive team has significantly contributed to my professional growth and development. I deeply appreciate the guidance, encouragement, and trust you have given me as I took on new challenges and responsibilities.

This was not an easy decision, as my time here has been rewarding both professionally and personally. I am thankful for the positive work environment and the invaluable lessons I have learned, which I will carry forward in my career.

Please let me know how I can assist in ensuring a smooth transition during my remaining time. I am committed to completing outstanding tasks and will do my best to help train or brief my replacement, if needed.

Once again, thank you for the support and opportunities over the years. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]