

Resignation Letter Template with Positive Feedback on Learning Experience

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This was not an easy decision to make, as my time at [Company Name] has been incredibly rewarding. I would like to express my sincere gratitude for the learning opportunities, mentorship, and support I have received during my tenure here. Working alongside such a talented and dedicated team has not only enriched my professional skills but has also contributed greatly to my personal growth.

The positive and collaborative work environment at [Company Name] has truly made a difference in my professional journey. I am especially thankful for the chance to take on new challenges, participate in meaningful projects, and develop skills that will benefit me throughout my career.

I am committed to ensuring a smooth transition and will do my utmost to complete my responsibilities and assist in any way possible during my notice period.

Thank you once again for the invaluable experience and support. I will always look back fondly on my time at [Company Name], and I hope to stay in touch moving forward.

Sincerely,
[Your Name]