

## Resignation Letter with Thank You Note for Appreciation

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

[Recipient Name]  
[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 decision was not made lightly, as I have greatly enjoyed my time at [Company Name] and appreciate all of the support and encouragement I have received during my tenure.

I want to express my sincere gratitude for the numerous opportunities for professional and personal growth provided to me. Working with such a talented and dedicated team has been a truly rewarding experience. I especially appreciate your guidance and the recognition that motivated me throughout my time here.

Thank you for the trust you placed in me and for the appreciation you have shown for my contributions. I am confident that the skills and knowledge I've gained at [Company Name] will continue to benefit me in the years to come.

During my notice period, I am committed to ensuring a smooth transition and will do everything possible to transfer my duties and responsibilities effectively.

Once again, thank you for your support, mentorship, and for making my experience at [Company Name] both enjoyable and fulfilling. I look forward to staying in touch and wish the company continued success.

Sincerely,  
[Your Name]