

Appreciative Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my decision to resign from my position at [Company/Organization Name]. This decision has not been an easy one, as I have thoroughly enjoyed my time working with such a talented and dedicated team.

I wanted to express my deepest gratitude for the opportunities and support I have received during my tenure here. Over the course of [duration of employment], I have grown both professionally and personally, thanks to the collaborative environment and the chance to work on challenging and meaningful projects.

The encouragement and mentorship from my colleagues, including yourself, have been invaluable to me. I have learned so much from the guidance and expertise shared with me during my time here, and I will carry these lessons with me throughout my career.

I am truly appreciative of the trust placed in me and the recognition of my contributions to the company's success. It is with a heavy heart that I announce my departure. My last day at [Company/Organization Name] will be [last working day], giving me sufficient time to ensure a

smooth transition of my responsibilities.

As I move forward in my career, I will always look back on my time at [Company/Organization Name] with fond memories. I am confident that the skills and experiences I have gained here will serve me well in my future endeavors.

Please let me know if there is anything I can do to support the transition process. I am more than willing to assist in any way possible to ensure a seamless handover of my projects and responsibilities.

Once again, thank you for the support and encouragement throughout my journey at [Company/Organization Name]. I wish the team continued success and prosperity in all future endeavors.

With heartfelt appreciation and warmest regards,

[Your Name]