

Polite Nice Positive And Friendly Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my resignation from my position as [Your Job Title] at [Company Name]. It is with a mix of emotions that I have made this decision, as I have genuinely enjoyed my time here and have had the pleasure of working with wonderful colleagues like yourself.

Over the course of my employment, I have grown both personally and professionally, and I am grateful for the opportunities and support that [Company Name] has provided me throughout my tenure. The positive experiences and memories I have made here will be cherished for years to come.

After careful consideration, I have decided to pursue a new career path that aligns with my long-term goals and aspirations. My last day of work will be [Last Working Day], providing ample time for a smooth transition of my responsibilities. I am committed to ensuring a seamless handover and will gladly assist in training my successor during this period.

I would like to extend my heartfelt thanks to you and the entire team for your kindness, encouragement, and mentorship during my time at [Company Name]. The collaborative and friendly

work environment has been instrumental in my professional development.

Please know that I am open to discussing any aspects of my departure and am willing to assist in any way possible during this transitional phase. I want to leave on the best of terms and maintain strong relationships with everyone at [Company Name].

I genuinely wish the company continued success and growth. I have no doubt that under your leadership and the dedication of the team, [Company Name] will achieve even greater milestones in the future.

Thank you again for everything. It has been an absolute pleasure working with you all, and I will always cherish the friendships and experiences I gained here.

Wishing you and the team all the best.

Sincerely,

[Your Name]