

Resignation Letter After Long Service

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a mixture of emotions that I write to tender my resignation from my position at [Company/Organization Name], effective [last working day, typically two weeks from the date of the letter]. After much consideration and reflection, I have decided to take this step as it marks the end of a fulfilling chapter in my life.

I have had the privilege of being a part of this esteemed organization for [number of years] years, and I am immensely grateful for the valuable experiences, opportunities, and friendships I have gained during my tenure. Throughout my time here, I have witnessed the growth and success of the company, and it brings me great pride to have contributed to its accomplishments.

I have been fortunate to work alongside a team of dedicated professionals who have supported and motivated me every step of the way. I genuinely appreciate the mentorship, guidance, and camaraderie shared with my colleagues, which has played a significant role in shaping both my personal and professional growth.

As I move forward, I am excited to embrace new challenges and explore fresh opportunities that

align with my career aspirations and goals. While I am eager for this next chapter, I will undoubtedly miss the warm and welcoming environment of [Company/Organization Name].

To ensure a smooth transition, I am committed to assisting in the handover process and providing any necessary support during my remaining time with the company. Please let me know how I can be of help to ensure that all ongoing projects are seamlessly transferred to my successor.

I would like to express my heartfelt gratitude to you, [Recipient's Name], for your leadership, encouragement, and unwavering support. Your guidance has been invaluable to me, and I will always cherish the memories of our time working together.

I also want to extend my thanks to the entire team for their collaboration and friendship. The memories we have shared will forever hold a special place in my heart.

I wish [Company/Organization Name] continued growth and success in the future. Please stay in touch, and I hope our paths will cross again.

Thank you once again for everything.

Sincerely,

[Your Name]