

Thank You 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 Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a mix of gratitude and sadness that I am writing to tender my resignation from my position at [Company Name]. I have thoroughly enjoyed my time working with this organization and have learned a great deal during my tenure here.

I want to express my heartfelt appreciation to you and the entire team for the support, guidance, and opportunities provided to me throughout my journey with [Company Name]. Working alongside such talented and dedicated individuals has been an enriching experience, and I will cherish the memories and relationships forged here.

After much contemplation and reflection on my career goals and personal aspirations, I have decided to pursue a new opportunity that aligns more closely with my long-term objectives.

Therefore, my last day of employment will be [Last Working Day], providing a notice period of [Notice Period] as per the company's policy. I am committed to ensuring a smooth transition during this time and am open to assisting in any way I can to facilitate the handover of my responsibilities.

I would be remiss if I did not mention how appreciative I am for the support and encouragement I

received from you and the entire management team. Your mentorship and leadership have played a pivotal role in shaping my professional growth, and I will carry the lessons I've learned here throughout my career.

Please let me know how I can best help during this transition, whether it involves training a replacement, documenting ongoing projects, or any other tasks that would aid in a seamless transfer of my duties.

Once again, I am sincerely grateful for the opportunities I've had at [Company Name] and the trust placed in me to contribute to its success. I will fondly remember the experiences shared with my colleagues and the warm, inclusive work environment that made it a joy to come to the office each day.

I wish the entire team continued success and prosperity in all future endeavors. If there is anything I can do to support the team even after my departure, please do not hesitate to reach out.

Thank you once again for everything.

Sincerely,

[Your Name]