



Resignation Letter - Professional and Grateful:

[Your Name]
[Your Address]
[Town, City,]
[Your Email Address]
[Your Phone Number]
[Today's Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Current Job Title] at [Company Name]. My last day of employment will be [Last Working Day], providing the required [Notice Period] notice period.

I am grateful for the opportunities and experiences I have had during my time at [Company Name]. Working with such a talented and supportive team has been immensely rewarding, and I will cherish the professional relationships I have built here.

I have accepted a new opportunity that aligns with my long-term career goals, and I believe it is the right time for me to take on new challenges. I am committed to ensuring a smooth transition of my responsibilities during the notice period and am open to assisting with the training of my successor.

Thank you for your understanding and support throughout my tenure. I wish [Company Name] continued success and growth in the future.

Sincerely,
[Your Name]