



## Resignation Letter - Personal and Appreciative

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

It is with a mix of emotions that I tender my resignation from my role as [Your Current Job Title] at [Company Name]. I have accepted an exciting new opportunity, and my last day at [Company Name] will be [Last Working Day].

I want to express my deepest gratitude for the support, mentorship, and camaraderie I have experienced here. The memories and friendships formed during my time at [Company Name] will always hold a special place in my heart.

I am committed to ensuring a seamless transition and am available to assist in any way during the handover process. Please know that I am leaving with nothing but respect and appreciation for everyone at [Company Name].

Wishing you all the best for the future.

Warmest regards,

[Your Name]