
Basic Friendly Resignation Letter Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this letter finds you well. It is with mixed emotions that I announce my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date].

I want to express my heartfelt gratitude for the incredible journey I've had here. The support, camaraderie, and shared experiences have made this chapter of my career truly memorable. While I'm excited about new opportunities ahead, I will miss the positive environment and the team's spirit.

I am committed to ensuring a smooth transition. I am available to help train my successor and provide any information needed to continue the excellent work we've been doing.

Thank you for the wonderful memories and the chance to contribute to [Company Name]'s success. I look forward to staying connected.

Warm regards,

[Your Name]