

---

# Basic Thankful 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 am writing to express my gratitude for the experiences and growth I've gained during my time as [Your Position] at [Company Name]. I am thankful for the opportunities provided and the supportive colleagues I've had the pleasure of working with.

After thoughtful consideration, I have decided to resign from my position, effective [Resignation Date]. This decision aligns with my career aspirations and goals. I am committed to ensuring a smooth transition and am open to assisting in any way possible.

Thank you for your understanding and Support.

Sincerely,

[Your Name]