
Grateful Formal Resignation Letter

Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Manager's Name],

It is with a deep sense of gratitude that I submit my resignation from the role of [Your Position] at [Company Name], effective [Last Working Day].

The journey with [Company Name] has been nothing short of remarkable. Every challenge faced was an opportunity, every project a lesson, and every colleague a mentor in their own unique way. Your leadership and guidance have been instrumental in shaping my professional path, for which I am eternally grateful.

As I move on to explore new avenues, I carry forward invaluable learnings and memories from here. Rest assured, I will do everything in my power to ensure a smooth transition, including training my successor or documenting key processes.

Thank you for the trust, guidance, and the numerous opportunities. I hope to make you proud in my future endeavors.

Warm regards,

[Your Name]