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# Thankful Resignation Letter Format

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the current date].

Throughout my tenure, I've been consistently impressed by the commitment and passion of my colleagues. The knowledge and experience I have gained here are invaluable and have deeply enriched my professional journey. I am sincerely thankful for the opportunities, guidance, and support I've received.

While I move onto the next phase of my career, I will carry forward the positive memories and skills I've garnered here.

Thank you once more for everything.

Warm regards,

[Your Name]