

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my regret and sadness regarding my recent resignation from [Company's Name]. It has been an honor to work alongside such a talented team and under your guidance.

Leaving this position was not an easy decision for me, as I have enjoyed my time here and have learned so much from my experiences. I will always cherish the relationships I have built and the opportunities I have been given.

Thank you once again for your support and understanding. I wish you and the entire team at [Company's Name] continued success in the future.

Sincerely,

[Your Name]