

Grateful Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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 date above].

It is with a heavy heart that I leave this wonderful team. I am incredibly grateful for the opportunities I've had to grow both personally and professionally during my time here. The support and mentorship I've received have been invaluable, and I cherish the relationships I've built with my colleagues.

As I move on to the next chapter of my career, I will carry the lessons learned and the memories made at [Company Name] with me. Thank you for your guidance, understanding, and encouragement throughout my journey here.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my responsibilities and assist in training my replacement.

Once again, thank you for everything. I hope our paths cross again in the future.

Warm regards,

[Your Name]