

# Letter Of Resignation

## For Work Heartfelt

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title/Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

**Subject:** Resignation Letter

Dear [Recipient's Name],

It is with a heavy heart that I submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day].

Over the course of my time here, I have had the privilege of working alongside some of the most talented and supportive individuals I've ever met. [Company Name] has been more than just a workplace for me—it has been a source of inspiration, growth, and a true sense of community.

I want to express my heartfelt gratitude for the trust, guidance, and encouragement you have given me throughout my journey here. From [specific project or experience] to [another memorable experience], the memories and lessons I've gained will remain with me for a lifetime.

This decision was not an easy one, but after much consideration, I have decided to [briefly explain reason, if desired, e.g., pursue new opportunities, focus on personal growth, etc.]. Although I am excited about what lies ahead, leaving [Company Name] and this incredible team fills me with sadness.

I am committed to ensuring a seamless transition and am more than willing to assist with training a replacement, transferring responsibilities, or wrapping up ongoing projects during my remaining time here.

Thank you once again for everything. I hope to stay in touch and will always look back fondly on my time at [Company Name]. I wish the company continued success and growth in the years to come.

With deepest gratitude,  
[Your Full Name]