

Appreciative Resignation Letter Template

From,
Bryar Pitts
5543 Aliquet St.
Fort Dodge GA 20783
(717) 450-4729
abcd@gmail.com

02-02-2000

Colby Bernard
Ap #285-7193 Ullamcorper Avenue
Amesbury HI 93373

Sub: Resignation Letter

Dear Colby Bernard,

This is to notify you that {date} would be my last day at {name of the company} as a {your current designation}. Although I have cherished my tenure at the company, I have been offered my dream job after so many years. It will take my professional life to a new direction. Hopefully, you will also be happy upon hearing this.

Please accept my gratitude from the bottom of my heart. Whatever I have achieved so far is all because of you and my supportive co-workers. I will remember you all a lot.

If there is anything, I can do for you and to make the transition procedure smooth and hassle-free, please feel free to tell me. It would be my pleasure to dedicate my time and effort for you.

You can reach me at – asdfg@umail.com and 000-000-0000.

Thanking you all over again.

Your Sincerely,
Bryar Pitts