

Resignation Confirmation Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm my resignation from my position at [Company Name], effective [last working day, typically two weeks from the date of the letter].

I have thoroughly considered my decision and believe it is in my best interest to pursue new opportunities. While I have valued my time at [Company Name] and the experiences I have gained, I feel it is time for me to explore new horizons and take on fresh challenges.

I want to express my gratitude to [Company Name] for providing me with a nurturing and supportive work environment. I have had the privilege of working with talented colleagues who have contributed greatly to my professional growth. The knowledge and skills I have acquired during my tenure will undoubtedly benefit me in my future endeavors.

To ensure a smooth transition, I am committed to completing any pending projects or tasks and will assist in training a replacement, if necessary. I will do my utmost to ensure that all relevant information and documentation are organized and readily accessible to facilitate the transition process.

Please let me know if there are any specific procedures or protocols that I need to follow during this transition period. I will be more than willing to comply with any requirements to ensure a seamless handover.

Lastly, I would like to express my appreciation for the opportunities for personal and professional development that [Company Name] has provided me. I will always remember my time here fondly and cherish the relationships I have built with colleagues.

Once again, I would like to thank you and the entire team at [Company Name] for your support and understanding. I remain committed to a smooth transition and will do everything in my capacity to facilitate the process. If there is anything else I can do to assist during this transition, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to remaining in touch and wish [Company

Name] continued success in all its future endeavors.

Sincerely,

[Your Name]