**RESIGNATION LETTER WITH GRATITUDE**

**[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]**

**[Date]**

**[Name]  
[Title]  
[Organization]  
[Address]**

Dear Mr./Ms. Last Name

Please accept this letter of resignation from The Braxton Company as Project Manager. My last day of employment will be June 30, 2019.

I want to thank you for the opportunity to spend eight valuable and meaningful years with this team. This is a wonderful organization that has afforded me the chance to learn and succeed. I am fortunate that I was able to develop my project management and leadership skills with such a knowledgeable, professional, and generous group. I will genuinely miss everyone.

If I can be of any assistance during the transition please don’t hesitate to ask.

I wish you and everyone at Braxton, continued success. Thank you for everything.

All the best,

**[Your Signature]**Your Typed Name