**Appreciation resignation letter template**

(insert your name)

(insert your contact details)

To Mr./Mrs./my colleagues,

I am writing you this letter with sincere regret in order to let you know that (insert the date) will be my last here, at (insert the company’s name). I was very lucky to work with people like you from whom I learned a lot, in a place like this one where I felt comfortable and motivated.

Working here was a true chance for my personal and professional development. I am not sure I will ever find mentors who guide me with so patiently and who share with so many valuable insights from their own experience. My time here is something I will always remember with great pleasure.

Last, but not least I want to say special thanks to (insert the name of your employer) who offered me a position here and trusted me from the beginning.

Although this was a great experience, it’s time to move on to some other lands, making some changes to my day to day life. This is the reason of my resignation along with a new job offer I have recently received.

I would be more than happy to keep in touch with all of you, and I hope you will still announce me whenever you will gather to spend some time out of the office. If there is anything I can do to help you with the recruiting or the training process of the new person who will replace me, please let me know. It will be my pleasure to make sure that my former position will be occupied by the best possible candidate. Here you have my contact details: (insert phone number, email and address)

Yours truly,

(insert your name)