

# Resignation Farewell Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not easy and took a lot of consideration.

Working at [Company Name] has been a remarkable experience, and I am genuinely grateful for the opportunities I have had to grow both personally and professionally. I have learned so much, and I will always cherish the memories and friendships I have made during my time here.

I want to express my heartfelt thanks to you and the entire team for the support and encouragement throughout my journey. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Although I am excited about the new chapter ahead, I will deeply miss working with you and the team. Please keep in touch, as I would love to hear from you and stay connected.

Thank you once again for everything. Wishing you and [Company Name] continued success.

Sincerely,

[Your Name]

[Your Contact Information]