

# Resignation Feedback Summary

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

## Subject: Resignation Feedback Summary

Dear [Manager's Name],

As I prepare to leave [Company Name], I wanted to take a moment to provide you with a summary of my feedback based on my experience here.

### Positives:

- Supportive team environment
- Opportunities for professional growth
- Engaging company culture

### Areas for Improvement:

- Streamlined communication processes
- More structured onboarding for new employees
- Enhanced project management tools

Thank you for the opportunities for growth and development during my time at [Company Name]. I appreciate your leadership and support.

Sincerely,

[Your Name]

[Your Position]