

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly, but after thoughtful consideration of my personal and professional goals.

During my time at [Company Name], I have had the opportunity to be part of numerous projects that have not only contributed to the success of our team but have also helped me grow immensely. Some of my key achievements include:

- Successfully leading the [specific project or initiative], which resulted in [specific outcome].
- Enhancing team productivity by [percentage/number] through [specific strategy or tool].
- Playing a pivotal role in [another achievement], which led to [specific benefits for the company].

I am incredibly grateful for the support and guidance I have received from you and my colleagues throughout my time here. I will always cherish the experiences and memories created at [Company Name].

Please let me know how I can assist in the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Position]