

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision has not come lightly, as I have greatly valued my time here and the opportunities for personal and professional growth that you and the team have provided me.

Throughout my tenure at [Company Name], I have learned invaluable skills and gained experiences that have shaped my career. The supportive environment and collaborative culture have encouraged me to challenge myself and develop both personally and professionally. I am grateful for the mentorship and guidance you have offered, which have played a significant role in my growth.

As I move on to pursue new challenges, I carry with me the lessons learned and relationships built during my time here. I am looking forward to applying my experiences at [Next Company/Opportunity] and continuing to grow.

Thank you once again for your support and understanding. I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Warmest regards,

[Your Name]

[Your Job Title]

[Your Contact Information]