

Date: [Insert Date]

To [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. While this decision was not easy, I believe it is time for me to pursue new opportunities.

As I reflect on my time here, I cannot help but feel immense gratitude for the support and collaboration of my team, especially during our recent project victory. The dedication and teamwork displayed throughout the project were truly inspiring. I am proud to have been a part of such a talented group of individuals who pushed each other to succeed.

Thank you once again for the memories, the learning experiences, and the victories we have shared. I wish [Company Name] and my teammates continued success in all future endeavors.

Warmest regards,

[Your Name]