

Resignation Letter

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 made lightly, as I have truly enjoyed my time here and am grateful for the opportunities I've had to grow professionally. However, after careful consideration, I have decided to prioritize my mentoring commitments, which require my full attention moving forward.

I am committed to ensuring a smooth transition and would be happy to assist in training my replacement or wrapping up ongoing projects during my remaining time at the company.

Thank you for your understanding and support. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]

[Your Contact Information]