

# Resignation Conclusion Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally conclude the resignation process that I initiated on [Date of Resignation Letter]. My last working day was [Last Working Day], and I wanted to take a moment to express my gratitude for the support during my time at [Company's Name].

Thank you for the opportunities for personal and professional growth. I appreciate the valuable experiences I gained and the relationships I built.

Please feel free to reach out if you need any assistance during the transition period. I hope to stay in touch and wish the team continued success.

Thank you once again.

Sincerely,

[Your Name]