

Resignation Announcement

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day].

It has been an amazing journey working with such a talented team, and I am incredibly grateful for the opportunities I have had during my time here. I sincerely appreciate the support, guidance, and encouragement I received from you and my colleagues.

I will always cherish the experiences and skills I have gained while being part of [Company Name]. I look forward to staying in touch and wish the company continued success in the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Contact Information]