

Resignation Announcement

Dear [Team/Company Name],

I am writing to formally announce my resignation from my position at [Your Company Name], effective [Last Working Day, e.g., two weeks from today].

After careful consideration, I have decided to pursue a new opportunity that will allow me to grow both personally and professionally. This decision was not easy, and I am truly grateful for the support and experiences I have gained during my time with the team.

I would like to express my heartfelt thanks to all my colleagues for the collaboration and encouragement. It has been a pleasure working alongside such talented individuals.

During my remaining time, I am committed to ensuring a smooth transition. Please feel free to reach out to me for any assistance needed.

Thank you once again for everything. I look forward to staying in touch and wish you all continued success.

Sincerely,

[Your Name]

[Your Contact Information]