

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not easy and took a lot of consideration. However, I believe it is time for me to pursue new opportunities and challenges.

As I reflect on my time here, I want to express my heartfelt gratitude for the support and guidance I received. Working under your leadership has been a remarkable journey that has significantly contributed to my personal and professional growth. I am truly thankful for the invaluable lessons and experiences that I will carry forward in my career.

I appreciate the encouragement and opportunities that I have been given, and I will always cherish the relationships I have built during my time here. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in handing over my responsibilities.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Position]