

Resignation Letter

Date: [Insert Date]

To [Manager's Name],

I hope this message finds you well. After careful consideration, I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come lightly. It has been a privilege to work alongside such a talented and dynamic team. However, due to recent changes in team dynamics that have influenced my ability to contribute effectively, I believe it is in the best interest of both myself and the team that I step down.

I am grateful for the support and opportunities provided to me during my time here and will always value the experiences I've gained while working with such incredible colleagues.

I am committed to ensuring a smooth transition and am happy to assist in training or handing off my responsibilities over the next couple of weeks.

Thank you once again for the opportunity to be part of [Company Name]. I wish continued success for the team and the organization.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]