

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Resignation - [Your Position]

Dear [Manager's Name] and Team,

It is with a heavy heart that I submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. This decision was not made lightly, and it comes after careful consideration of my personal and professional goals.

I want to take this opportunity to express my deepest gratitude for the incredible experiences and valuable lessons I have learned during my time here. Working alongside such a talented and supportive team has been one of the highlights of my career. I will always cherish the memories we've created together and the friendships I have formed.

As I move on to the next chapter of my life, I will carry with me the knowledge and skills I've gained from each of you. Please keep in touch, and I hope our paths cross again in the future.

Thank you once again for everything. Wishing you all continued success and happiness.

Warmest regards,

[Your Name]