

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

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

It has been an incredible journey working alongside such a talented and passionate team. I am truly grateful for the support, guidance, and encouragement I have received throughout my time here. The collaborative spirit and dedication of my colleagues have made each project rewarding and enjoyable.

As I move on to the next chapter of my career, I will always cherish the memories and experiences we've shared. I hope to stay in touch, and I look forward to hearing about all the great achievements that [Company Name] will undoubtedly continue to accomplish.

Thank you once again for everything. Wishing you and the team all the best for the future!

Sincerely,

[Your Name]

[Your Position]