

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Resignation Notice

Dear [Manager's Name],

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 was not easy and involved considerable thought and reflection.

During my time at [Company Name], I have experienced immense growth and learning, and I am grateful for the opportunities provided to me. I am particularly appreciative of the support from my colleagues and management, which has made my journey here memorable.

As I prepare to embark on this new chapter, I am filled with hope and encouragement for the team I leave behind. I want to remind everyone of the incredible potential each of you possesses. I have witnessed firsthand the dedication and talent this team has, and I have no doubts you will continue to achieve great things.

Please know that I am here to support you during this transition. I am happy to assist in training my replacement or handing over my responsibilities to ensure a smooth process.

Thank you once again for the support and camaraderie. I look forward to staying connected, and I am excited to see where the future leads each of you!

Warmest regards,

[Your Name]

[Your Job Title]

[Your Contact Information]