

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision did not come easily, but after careful consideration, I have decided to pursue a new opportunity that aligns with my career goals.

I want to take this opportunity to express my gratitude for the invaluable relationships I have built during my time here. Working alongside such talented and supportive colleagues has been a rewarding experience, and I will cherish the memories and friendships I have developed.

Thank you for your guidance and mentorship. I am proud of what we have achieved together and will carry the lessons I have learned into my future endeavors.

Please let me know how I can assist during the transition and ensure a seamless handover of my responsibilities.

Wishing you and the team all the best for the future.

Sincerely,

[Your Name]