

Resignation Letter

Date: [Insert Date]

Dear Team,

It is with a heavy heart that I write to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. This was not an easy decision, but after much consideration, I have chosen to pursue a new opportunity that aligns with my personal and professional goals.

Over the years, I have had the privilege of working alongside incredibly talented individuals, and I am grateful for the support and camaraderie we have shared. Together, we have achieved remarkable things, and I am proud of the contributions we have made to [Company/Project Name].

I want to express my heartfelt appreciation for each and every one of you. Your dedication and hard work have made my journey here truly memorable. While I am excited about my next steps, I will always cherish the moments we've shared and the challenges we have overcome together.

Please feel free to reach out to me at [Your Personal Email] or [Your Phone Number]. I would love to keep in touch and hear about your future successes.

Thank you once again for everything. I wish you all continued success in your endeavors.

Sincerely,

[Your Name]

[Your Position]