

Resignation Letter

Dear Team,

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today].

This decision was not made lightly, and I want to express my sincere gratitude for the support and camaraderie I've experienced while working alongside you all. I have truly enjoyed my time here and will cherish the memories we've created together.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please feel free to reach out to me if you need any assistance or if there's anything specific you would like me to address before my departure.

Thank you once again for the amazing journey, and I wish you all continued success in the future. I hope to stay in touch!

Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]