

Resignation Farewell Letter

Date: [Insert Date]

To the Board of Directors,

It is with a mix of emotions that I submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. After careful consideration, I have decided to pursue a new opportunity that aligns with my personal and professional goals.

I want to take this opportunity to express my heartfelt gratitude for the support and guidance I have received from each of you during my tenure at this remarkable organization. Together, we have achieved significant milestones and fostered a culture of excellence that I will always cherish.

As I take this next step, I carry with me the many valuable experiences and memories shared with all of you. I am proud of the work we've accomplished, and I look forward to seeing the continued success of [Company Name].

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch and wish you all the very best for the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]