

Resignation Farewell Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. It is with mixed emotions that I take this step, as my time at this company has been incredibly fulfilling and rewarding.

I want to express my heartfelt gratitude for the opportunities for professional and personal development that you have provided me during my tenure. Your leadership and support have played a significant role in my career growth, and I genuinely appreciate the trust you placed in me.

I have enjoyed working with a talented team and will cherish the memories and experiences I have gained here. I am excited about the future, but I will always look back fondly at my time at [Company Name].

Please let me know how I can assist during the transition period. I hope to stay in touch and wish you and the team continued success.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]