

Farewell Letter to Management

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day]. It has been a great pleasure to work under your leadership and be a part of such a talented team.

I am truly grateful for the opportunities for personal and professional development that you have provided me during my time here. I have learned a great deal and have enjoyed contributing to our projects.

As I transition to the next chapter of my career, I will cherish the memories and experiences gained at [Company Name]. I hope to keep in touch, and I wish the team continued success in the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Contact Information]