

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly, and I am grateful for the opportunities I have had during my time here.

As I prepare to leave, I would like to offer some constructive feedback that I believe could benefit the team moving forward:

- Encourage open communication among team members to foster collaboration and creativity.
- Implement regular check-ins to ensure everyone feels supported and valued.
- Consider providing more resources for professional development to help team members grow their skills.

Thank you for the support and guidance during my tenure at [Company Name]. I hope to stay in touch, and I wish the team continued success.

Sincerely,

[Your Name]

[Your Position]