

# Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, and it comes after careful consideration of my career and personal goals.

During my time at [Company Name], I have had the privilege of working with a talented team and contributing to projects that have fostered both my professional development and personal growth. I am particularly grateful for the collaborative environment we created together, which allowed us to achieve remarkable results. I cherish the friendships and connections I have made here.

I want to ensure a smooth transition and am more than willing to assist in handing off my responsibilities. Please let me know how I can help in this process over the next few weeks.

Thank you once again for your support and guidance throughout my time at [Company Name]. I look forward to staying in touch and wishing you and the team continued success.

Sincerely,

[Your Name]