

# Resignation Letter

Date: [Insert Date]

To [Manager's Name],

I hope this message finds you well. It is with a mix of emotions that I submit my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Reflecting on my time here, I am filled with fond memories of the relationships I've built and the experiences I've gained. Working alongside such an exceptional team and under your guidance has been a truly enriching chapter of my career.

I deeply value the support and opportunities I have received at [Company Name]. As I embark on a new journey, I carry with me the skills and lessons learned here, and I will always cherish the time spent with you and the team.

While I look forward to the challenges that lie ahead, I will genuinely miss our collaborative spirit and camaraderie. I wish you and [Company Name] continued success in all future endeavors, and I hope our paths may cross again someday.

Thank you once again for everything.

Sincerely,  
[Your Name]