

Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today]. This decision was not easy and took a lot of consideration.

I am truly grateful for the opportunities I've had during my time at [Company Name]. I appreciate the support, guidance, and the invaluable experiences I've gained while working with such a talented team.

As I move on to the next chapter of my career, I would love to stay in touch. Please feel free to connect with me on LinkedIn or via email at [Your Email Address].

Thank you once again for everything. I look forward to crossing paths in the future.

Sincerely,

[Your Name]

[Your Phone Number]