

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I hope this message finds you well. Following the recent annual leadership summit, where we reflected on our goals and future directions, I have decided to resign from my position at [Company Name]. This was not an easy decision, but I believe it is the right one for my personal and professional growth.

My last working day will be [Last Working Day], providing us with ample time to transition my responsibilities. I am committed to ensuring a smooth handover and will assist in any way possible during this period.

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

Sincerely,

[Your Name]

[Your Position]