

Letter of Resignation

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

As I reflect on my journey here, I feel immense gratitude for the opportunities I've had to work alongside such talented and supportive colleagues. I want to extend my heartfelt thanks to each member of the team who has contributed to my growth, both personally and professionally.

Working at [Company Name] has been a remarkable experience, and I am particularly appreciative of [specific contributions of colleagues or experiences]. I will cherish the memories and lessons learned during my time here.

While I am excited about my new endeavors, I will miss our collaborative spirit and the unique camaraderie we share. I hope to stay in touch and wish everyone continued success.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Position]