

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Dear [Manager's Name] and Team,

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 did not come easily, and it is one filled with mixed emotions.

As I reflect on my time here, I am overwhelmed with gratitude for the opportunities I've had to grow both personally and professionally. I have learned so much and have built strong relationships with an incredible team of individuals. Your support and encouragement have truly made a difference in my life.

I want to extend a heartfelt thank you to each member of the team for making my experience at [Company Name] so rewarding. I will cherish the memories we created together and will miss our collaboration immensely.

Though I am excited for the next chapter in my career, I will always carry the lessons learned and the friendships made during my time here. I hope to stay in touch and wish you all continued success.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Job Title]