

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not easy, but after careful consideration, I believe it is the right step for my career growth.

During my time at [Company Name], I have had the incredible opportunity to work alongside a talented team and contribute to numerous projects that have achieved remarkable success.

Highlights include:

- Successfully leading [specific project or initiative] that resulted in [mention outcome].
- Collaborating with [team/department] to enhance [specific process], improving efficiency by [percentage].
- Mentoring new team members, fostering a culture of support and learning within the team.

These experiences have not only contributed to the success of our team but have also played a significant role in my personal and professional growth. I am truly grateful for the support and encouragement from you and my colleagues throughout my journey here.

I will do my utmost to ensure a smooth transition and will complete outstanding tasks before my departure. Thank you once again for the wonderful opportunities I have received at [Company Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]