

Subject: Farewell and Gratitude

Dear [Manager's Name/Team],

I am writing to formally share my decision to resign from my position at [Company Name], effective [Last Working Day]. While I am excited about the new opportunities ahead, it is with a heavy heart that I leave such an incredible team.

I want to take this moment to express my sincere appreciation for the supportive and positive relationships I have built here. Working alongside such talented and dedicated colleagues has been a truly enriching experience. I will cherish the teamwork, laughter, and the bonds we've formed.

Thank you for your guidance, encouragement, and friendship throughout my time at [Company Name]. I hope to carry these valuable experiences into my future endeavors.

I wish you all continued success and hope to stay in touch. Please feel free to connect with me at [Your Email Address] or [Your Phone Number].

Warm regards,

[Your Name]

[Your Position]