

Resignation Letter

Date: [Your Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day].

It has been a pleasure to work in such a friendly and supportive environment. I genuinely appreciate the collaborative spirit among our team and the encouragement I've received from you and my colleagues. This organization has not only fostered my professional growth but has also made my time here truly enjoyable.

As I move on to new endeavors, I will carry the fond memories and valuable lessons learned during my time at [Company Name]. I look forward to staying in touch and wish you and the team all the best for the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Contact Information]