

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly, and it comes with a heavy heart.

I want to take this opportunity to express my sincere gratitude for the time I have spent here. The friendships I have built with my colleagues have made my experience truly memorable. Each moment spent working alongside such talented and dedicated individuals has enriched my life, and I will always cherish the camaraderie we shared.

I am especially thankful for your leadership and support throughout my time at the company. You have been a great mentor, and your guidance has shaped my professional journey.

Although I am excited about my next chapter, I will miss our team immensely. I hope to stay in touch and look forward to seeing how everyone continues to thrive.

Thank you once again for everything. I wish you and the team all the best for the future.

Sincerely,

[Your Name]

[Your Position]