

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

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, but I believe it is time for me to pursue new opportunities that will foster my personal and professional growth.

During my time at [Company Name], I have learned invaluable skills and have had the privilege of working with a remarkable team. The experiences I've gained have shaped my career, and I am genuinely grateful for the support and guidance you and the team have provided.

As I look forward to new challenges that lie ahead, I want to express my commitment to making this transition as smooth as possible. I am eager to complete my projects and assist in the training of my successor if needed.

Thank you once again for an unforgettable experience at [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]