

# 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 and took a lot of consideration, as I have truly enjoyed working here and am grateful for the opportunities I've had to grow both personally and professionally.

Reflecting on our time together, I want to honor the shared achievements we've accomplished as a team. From [specific project or achievement] to [another project or achievement], I am proud of what we've built together and the goals we reached. These experiences have not only shaped my career but also deepened my respect for my colleagues and the mission of our company.

I am committed to ensuring a smooth transition during my remaining time here and am happy to assist in handing over my responsibilities. Thank you once again for your support and guidance throughout my tenure. I look forward to staying in touch and wish the team continued success.

Sincerely,

[Your Name]

[Your Job Title]