

Resignation Letter

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].

After careful consideration, I have decided to pursue a new opportunity that aligns more closely with my personal and professional goals. This was not an easy decision, as I have thoroughly enjoyed my time working with you and the team.

Our collaborations have been incredibly rewarding, and I am grateful for the support, guidance, and opportunities provided to me during my tenure at [Company Name]. I am proud of what we have achieved together and will carry the valuable experiences I have gained here into the future.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]