

Jane Doe
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[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, ST ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today. This decision was not made lightly, as my time here has been a significant chapter in my transformative career journey.

When I joined [Company's Name], I was seeking opportunities to grow and expand my skills. Over the years, I have been fortunate to work alongside talented colleagues and have taken on challenges that have greatly shaped my professional identity. I am truly grateful for the support and mentorship I have received, as well as the opportunities that have allowed me to explore my passions.

As I prepare to embrace a new path, I carry with me invaluable experiences and memories that will always hold a special place in my heart. I want to thank you and the entire team for the guidance and encouragement that have contributed to my development.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my current responsibilities and assist in the handover process. Please let me know how I can help during this time.

Thank you once again for everything. I look forward to keeping in touch and hope to cross paths in the future.

Sincerely,
Jane Doe