

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision was not made lightly, as my time here has greatly contributed to my personal and professional development.

I want to take a moment to acknowledge the profound impact your leadership has had on my growth. Your guidance, support, and visionary approach have inspired me to push beyond my limits, and I am grateful for the opportunities I've had to learn from you and the team.

As I move on to the next chapter of my career, I will carry with me the lessons and skills I have acquired during my time at [Company's Name]. Thank you for everything.

Sincerely,

[Your Name]

[Your Position]