

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not an easy one, as my time here has been filled with invaluable experiences that I will carry with me throughout my career.

I want to take this opportunity to celebrate the incredible teamwork and collaboration we have experienced. Working alongside such talented colleagues has been a privilege, and together we have achieved remarkable successes. I will always cherish the moments spent brainstorming solutions, supporting each other, and celebrating our wins as a team.

Thank you for your guidance and for fostering an environment where teamwork thrives. I am grateful for the relationships I have built and the lessons learned during my time here.

Please let me know how I can assist in the transition process. I wish [Company Name] continued success and hope to keep in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]