

# Resignation Letter

Date: [Insert Date]

To: [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, e.g., two weeks from today]. This decision was not easy and comes after careful consideration of my career path and professional growth.

During my time here, I have been fortunate to work under your leadership and with an incredibly talented team. I have gained invaluable skills, knowledge, and experiences that have significantly contributed to my professional development. The support and guidance I have received have prepared me for the next step in my career.

I am particularly grateful for the opportunities to lead [specific projects or roles], which enhanced my skills in [specific competencies]. The culture of innovation at [Company's Name] has inspired me to pursue challenges and grow beyond my expectations.

While I am excited about what lies ahead, I will genuinely miss working with you and the entire team. I hope to maintain our professional relationships and look forward to staying in touch.

Thank you once again for everything. I am committed to making this transition as smooth as possible.

Warmest regards,

[Your Name]

[Your Position]

[Your Contact Information]