

# Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not easy, and it comes after considerable thought about my career and personal growth.

Reflecting on my time at [Company Name], I am immensely grateful for the transformative experiences I have had here. The supportive environment you fostered allowed me to develop my skills and pursue my passions. Your mentorship and the opportunities provided have been instrumental in shaping my professional journey.

The projects I worked on, especially [specific project or experience], have significantly enhanced my confidence and capabilities. I have learned not only the technical skills required for my role but also the importance of teamwork, communication, and resilience in overcoming challenges.

I want to express my heartfelt appreciation to you and the entire team for your support and encouragement. The values and lessons I have gained will stay with me as I embark on this new chapter of my career.

Thank you once again for everything. I will ensure a smooth transition over the next few weeks and am happy to assist in training my replacement if needed.

Warm regards,

[Your Name]