

Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today].

This decision was not made lightly, as my time at [Company Name] has been both rewarding and enriching. I am truly grateful for the opportunities I've had during my tenure and for the support and guidance you have provided me.

While I am moving on to new endeavors, I would like to express my sincere interest in maintaining a positive relationship and exploring opportunities for collaboration in the future. I believe our paths may cross again, and I would welcome any possibilities for partnership or mutual projects.

Thank you once again for all the support. I look forward to keeping in touch and wish [Company Name] continued success.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]