

# Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. It is with a mix of emotions that I write to formally resign from my position at [Company Name], effective [Last Working Day].

Throughout my time here, I have deeply appreciated the collaborative spirit within our team. The shared goals and mutual support have fostered a productive environment that I will genuinely miss. As I move on to new opportunities, I encourage all team members to continue advocating for open communication and teamwork, as these elements are vital for our collective success.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you for the invaluable experiences and support I've received during my tenure. I look forward to staying in touch and hope our paths cross again in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]