

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, typically two weeks from the date above]. This decision was not easy and required considerable thought and reflection.

Throughout my time here, I have witnessed the immense potential of our team. I truly believe that with ongoing support and development, each member can achieve remarkable growth. I encourage everyone to take advantage of the resources and opportunities available, and to continue pushing the boundaries of what we can achieve together.

I am grateful for the guidance and support I've received, and I hope to maintain the relationships I've built here. I will work diligently during my remaining time to ensure a smooth transition and will happily assist in training my replacement if needed.

Thank you for the opportunities for personal and professional growth. I look forward to seeing how the team evolves and thrives in the coming years.

Warm regards,

[Your Name]

[Your Position]