

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, as I have deeply enjoyed working alongside such talented and supportive colleagues.

Reflecting on my time here, I am filled with gratitude for the numerous successes we have achieved together. From [specific project or success 1] to [specific project or success 2], it has been a privilege to be part of a team that consistently strives for excellence and supports one another.

I will always cherish the collaborations we had, the laughter we shared, and the challenges we overcame. While I am excited about the new opportunities ahead, I will miss our daily interactions and the unique spirit of our team.

Thank you for all the support and encouragement during my tenure. I hope to keep in touch in the future and wish you and the entire team continued success.

Warm regards,

[Your Name]

[Your Job Title]