

# Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. It is with a mix of gratitude and sadness that I submit my resignation from [Your Position] at [Company Name], effective [Last Working Day].

Reflecting on my time here, I am incredibly thankful for the opportunities that I have had to grow both personally and professionally. Working alongside such a talented team has inspired me to push my boundaries and develop skills that I will carry forward in my career.

The collaborative spirit and support within our team have had a significant impact on my growth, and I cherish the moments we've shared. I am proud of the contributions I have made and the progress we have achieved together.

While I am excited about the new path ahead, I will always hold fond memories of my experiences at [Company Name]. I am committed to ensuring a smooth transition and will do everything I can to assist during this period.

Thank you once again for your guidance and support. I hope to stay in touch as I embark on this new chapter.

Sincerely,  
[Your Name]