

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]. This decision was not easy and took a lot of consideration.

During my time at [Company Name], I have had the privilege of working with an incredible team. The experiences we shared have not only enhanced my professional skills but also taught me the value of collaboration and mutual support in team development. I will always cherish the projects we tackled together and the innovative solutions we developed as a group.

I am particularly proud of [specific project or initiative], where I witnessed firsthand how our collective efforts led to [specific outcome]. The knowledge I gained from this experience will undoubtedly influence my future endeavors.

While I am excited about the new opportunities ahead, I will deeply miss my colleagues and the supportive environment we've cultivated at [Company Name]. I hope to stay in touch and wish everyone continued success.

Thank you for the opportunities for personal and professional growth during my time here. Please let me know how I can assist in the transition process.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]