

Subject: Farewell with Gratitude

Dear [Manager's Name/Team],

I hope this message finds you well. It is with a heavy heart and a sense of gratitude that I write to formally announce my resignation from [Company Name]. My last working day will be [Last Working Date].

Reflecting on the years I've spent here, I am overwhelmed with nostalgia for the moments and memories we've shared. This journey has been more than just a career for me--it's been a chapter of laughter, challenges, and growth that I will forever cherish. Working alongside all of you has taught me invaluable lessons, and the friendships I've made will always hold a special place in my heart.

While I am excited about embarking on a new path, leaving behind a place where I've learned so much is undoubtedly bittersweet. I am incredibly grateful for the opportunities I've been given and the trust and support that have been extended to me.

Thank you for being an inspiring and motivational team. I look forward to staying in touch and hope our paths will cross again in the future.

Warm regards,

[Your Name]