

[Greeting]

Dear [Manager's Name/Team],

I hope this message finds you well. After careful consideration, I've decided to resign from my position at [Company Name], effective [Last Working Day].

This decision wasn't made lightly, as my time here has been incredibly rewarding. I've grown both professionally and personally, thanks to the incredible team and leadership. I have learned so much and will treasure the experiences and relationships I've built.

Now, I am ready to embrace new opportunities and challenges that will push me further and help me grow in new directions. Change is daunting, but it is essential for personal growth. I am excited about the next chapter and motivated by the possibilities it will bring.

I am committed to ensuring a smooth transition and am available to support in training my successor. Thank you all for your support and camaraderie. I look forward to keeping in touch and hearing about the great work you continue to do.

With gratitude and best wishes,

[Your Name]