

Ladies and Gentlemen,

I hope this message finds you well.

Today, it is with mixed emotions that I announce my decision to resign from my position here, effective two weeks from today. This decision did not come easily, and though I am excited about the new opportunities that await, I am filled with gratitude for the time I've spent with such an outstanding team.

First and foremost, I want to express my heartfelt appreciation to all of you. Each of you has contributed to my personal and professional growth in countless ways. Working alongside such talented and dedicated individuals has been a true privilege.

I am particularly grateful to my manager and mentors who have provided me with guidance and support, encouraging me to overcome challenges and achieve more than I ever thought possible. Your leadership has not only inspired me but has set an example for the kind of professional I strive to be.

To my colleagues, thank you for the camaraderie and collaboration.

Whether we were tackling complex projects or sharing a simple laugh during coffee breaks, each moment will be cherished.

As I move on to the next chapter of my career, I carry with me all the invaluable lessons and memories from this amazing team. I hope to stay in touch, and I look forward to hearing about all the incredible achievements that are undoubtedly in the future for this company.

Wishing you all continued success and happiness.

Thank you once again for everything.

Warm regards,

[Your Name]