

Subject: 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, typically two weeks from the date above], to pursue personal growth opportunities in the tech field.

This decision was not easy and took a lot of consideration. My time at [Company Name] has been incredibly rewarding, and I am sincerely grateful for the support and opportunities I have received here. However, I have decided to focus on advancing my career in technology, which aligns with my passion and long-term goals.

I am committed to ensuring a smooth transition and will gladly assist in training a replacement or transferring my responsibilities. Thank you for the invaluable experiences and memories. I hope to stay in touch, and I look forward to crossing paths in the future.

Wishing the team continued success.

Warm regards,

[Your Name]