

[Your Name]

[Your Position]

[Date]

Dear [Recipient's Name],

I am writing to formally announce my resignation from [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes with mixed emotions, as my time here has been one of both personal and professional growth. I am incredibly grateful for the opportunities and experiences I've had while working alongside such talented individuals.

I cherish the friendships I've formed and the support I've received during my tenure. I am proud of what we've accomplished together, and I am confident that the team will continue to achieve great things.

As I embark on a new chapter, I will take with me the lessons learned and the fond memories shared. Please accept my deepest gratitude and best wishes for the future.

Thank you once again for a memorable journey.

Warmest regards,

[Your Name]