

Subject: Embracing New Horizons

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from [Company Name], effective [Last Working Day, typically two weeks from the day you send the letter].

This decision comes after careful consideration and is taken with a heart full of gratitude and optimism for the future. My time at [Company Name] has been incredibly rewarding, and I have learned invaluable lessons and skills that I will carry forward into the next chapter of my career.

I am excited about the new opportunities that await and am eager to explore fresh challenges that align with my career goals and personal growth. I am confident that the experience and knowledge I've gained here will serve me well in my future endeavors.

I want to express my sincere appreciation for the support and mentorship I have received during my tenure. It has been a pleasure working alongside such a dedicated and talented team. I am committed to ensuring a smooth transition and will do everything I can to assist in handing over my responsibilities.

Thank you for the opportunities for growth and development that you have provided me. I am looking forward to staying in touch, and I hope our paths will cross again in the future.

Wishing [Company Name] continued success in all its future endeavors.

Warm regards,

[Your Name]