

Formal Professional Resignation Letter Template

Subject: Resignation from [Position]

Dear [Manager's Name],

I am writing to formally resign from my position as [Position] at [Company], effective [Last Working Day].

I want to express my sincere gratitude for the opportunities, guidance, and support provided to me during my tenure. Working with this team has been incredibly rewarding, and I have learned and grown professionally in ways I will always value.

Thank you for the encouragement and the positive work environment. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]

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