

Resignation Letter

Subject: Notice of Resignation

Dear [Manager Name],

I am writing to formally resign from my position as [Position] at [Company], effective [Last Working Day]. I am grateful for the opportunities and experiences I have gained during my tenure.

I am committed to ensuring a smooth transition and will assist in handing over my responsibilities. I hope to maintain positive relations and look forward to staying in touch.

Sincerely,

[Your Name]

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