

Formal Heartfelt Resignation Letter

Subject: Formal Resignation Notification

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], with my last working day being [Date]. This decision was not easy, as I have greatly valued the experience and knowledge I gained while working here.

I sincerely appreciate the support, encouragement, and opportunities provided to me and will always reflect positively on my time with the organization. I am committed to ensuring a smooth transition of my responsibilities before my departure.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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