

Casual and Heartfelt Resignation Letter

Subject: Moving On with Gratitude

Hi [Manager's Name],

I wanted to let you know that I will be leaving [Company Name], with my last day on [Date]. Working here has been such a rewarding experience, and I've genuinely appreciated your guidance and the friendships I've built.

I'll always remember the wonderful moments and lessons I've gained here, and I hope we can keep in touch even after I move on. Thank you for everything.

Best,

[Your Name]

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