

Heartfelt Resignation Letter with Offer to Assist During Transition

Subject: Resignation with Gratitude

Dear [Manager's Name],

I am resigning from my role at [Company Name], effective [Date]. I want to thank you and the team for an incredible journey filled with learning, growth, and meaningful experiences.

To ensure a smooth transition, I am happy to assist in training my replacement or wrapping up ongoing projects. Your support has meant the world to me, and I will always cherish my time here.

Warm regards,

[Your Name]

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