

Heartfelt informal resignation

Subject: Moving On

Dear [Manager Name],

I wanted to personally let you know that I will be leaving [Company Name] on [Last Working Day].

This was not an easy decision, as I've really enjoyed working here and learning from everyone.

I am grateful for all the guidance, support, and friendships I've experienced, and I hope to stay in touch.

Warm regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/informal-resignation-letter>