

Heartfelt IT Resignation Letter

Subject: Resignation from IT Systems Administrator Position

Dear [Supervisor's Name],

I am writing to formally resign from my position as IT Systems Administrator at [Company Name], effective [Last Working Day]. This decision was not made lightly, as I have greatly valued my time working with the team.

Over the past few years, I have learned and grown professionally, tackling challenges that shaped my technical and managerial skills. However, I have decided to pursue new opportunities that align more closely with my career goals.

Thank you for the guidance and support throughout my time here. I will ensure a smooth transition by completing ongoing projects and assisting in knowledge transfer.

Warm regards,

[Your Name]

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