

Formal Resignation Letter

Dear [Manager's Name],

I am writing to formally tender my resignation from my position at [Company Name], effective [Last Working Day]. After [X] years of dedicated service, this decision has not been easy, but it is time for me to explore new personal and professional opportunities.

I am deeply grateful for the support, guidance, and opportunities provided during my tenure.

Working with such a talented and committed team has been a privilege, and I will cherish the experiences and relationships I have built.

I will ensure a smooth transition of my responsibilities and am willing to assist in training my successor. Thank you once again for the trust and encouragement over the years.

Sincerely,

[Your Name]

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