

Heartfelt Resignation Letter With Notice Period

Subject: Resignation with Gratitude

Dear [Manager's Name],

With mixed emotions, I submit my resignation from my position as [Job Title] at [Company Name]. In line with my [X-week] notice period, my final working day will be [date].

This decision was not easy, as I have greatly valued the friendships, mentorship, and opportunities I have experienced here. Working with this team has been one of the most rewarding chapters of my career.

I am committed to supporting a smooth handover and ensuring that my responsibilities are transitioned effectively. Thank you once again for everything.

Warm regards,

[Your Name]

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