

Heartfelt Resignation Letter

Subject: Resignation from [Position]

Dear [Manager's Name],

It is with mixed emotions that I submit my resignation from [Company Name], effective [Last Working Day]. This decision was not easy, as my time here has been rewarding both professionally and personally.

I want to express my gratitude for your mentorship and the supportive environment. I am committed to assisting during the transition and ensuring a smooth handover.

Warm regards,

[Your Name]

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