

Heartfelt Resignation Letter

Subject: Resignation Effective [Date]

Dear [Manager Name],

It is with mixed emotions that I submit my resignation from [Company Name], effective [Last Working Day]. Due to personal reasons, including [Brief Reason], I must step away from my current role.

I truly appreciate the support and mentorship I have received and hope to maintain a positive relationship moving forward.

Warm regards,

[Your Name]

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