

Heartfelt Letter

Dear [Manager's Name],

It is with mixed emotions that I submit my resignation from [Company Name], effective [Last Working Day]. Working here has been an incredible journey filled with learning and growth.

I appreciate the mentorship, support, and friendship I have received. I will do my best to ensure a smooth handover.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/simple-resignation-letter-format>