

Professional Thank You Resignation Letter

Subject: Resignation Notification and Gratitude

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Date]. I want to sincerely thank you and the entire team for the opportunities, support, and experiences I have gained during my tenure.

I am committed to assisting with the transition and ensuring that my responsibilities are handed over smoothly. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]

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