

Formal Official Thank You Resignation Letter

Subject: Official Resignation Notice

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from [Your Position] at [Company Name], effective [Last Working Date]. I would like to express my sincere gratitude for the guidance, opportunities, and professional development I have received throughout my tenure.

I am committed to ensuring a smooth transition and will assist in handing over my responsibilities effectively.

Respectfully,

[Your Name]

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