

Sad voluntary termination letter template

Subject: Resignation from [Company Name]

Dear [Manager's Name],

It is with a heavy heart that I submit my resignation, effective [Last Working Day]. Leaving [Company Name] has been a difficult decision as I have truly cherished my time here.

I am grateful for every opportunity and all the wonderful colleagues I have met along the way. I hope our paths cross again in the future.

Sincerely,

[Your Name]

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