
15 Days Notice Resignation Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

It's with mixed emotions that I submit my resignation from [Company Name], effective [Last Working Day's Date]. Our professional journey together has been instrumental in my growth, and I genuinely appreciate your leadership and the mentorship you've provided.

While I'm excited about the new path I'm embarking upon, leaving a team and a manager like you is certainly bittersweet. I commit to handing over my responsibilities diligently and am open to any necessary training sessions to ensure the team doesn't face any disruption.

Your guidance has shaped my career, and I hope to carry forward the values and skills I've acquired under your leadership. Thank you for being more than just a manager — a mentor and a guiding force.

Warm Regards,

[Your Name]