
Employee Resignation Letter to Manager

Example

Dear [Manager's Name],

It is with mixed feelings that I submit my resignation from [Company Name], effective [last working date]. I have been fortunate to work under your leadership, which has been both rewarding and enlightening.

Over the years, the projects I've been a part of, the challenges we've overcome, and the successes we've celebrated have equipped me with invaluable skills and memories. Your hands-on approach and genuine care for your employees' growth have significantly impacted my career.

While I am eager to explore new challenges and diversify my experience, leaving a supportive and talented team like ours is never easy. I am committed to assisting in any way necessary during this transition period.

Thank you for the opportunities, guidance, and support. I cherish our time working together and hope our professional paths cross again in the future.

Sincerely,
[Your Full Name]