Formal Resignation Letter to Manager Example

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company Name], effective [last working date].

I would like to extend my sincere gratitude for the professional opportunities and experiences I've been afforded during my tenure. Your leadership has been pivotal in my development and understanding of our industry.

While I am moving on to pursue a new opportunity, the lessons and memories from [Company Name] will remain with me. I am dedicated to ensuring a smooth transition and will do all within my capacity to facilitate this.

Thank you for your guidance and support.

Regards,
[Your Full Name]