
Heartfelt Formal Resignation Letter

Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Manager's Name],

As I pen down these words, it is with a heavy heart and mixed emotions that I submit my resignation from [Your Position] at [Company Name], effective [Last Working Day].

Over the past [duration of employment], this company has been more than just a workplace to me. It has been a home, a mentor, and a platform where I've grown, both professionally and personally. I've had the privilege of collaborating with the finest minds, nurturing relationships that I'll cherish forever. But as life pushes me towards new horizons and personal commitments beckon, I find myself having to make this tough decision.

Please know that my departure is in no way a reflection of any shortcomings here. It's a mere alignment with personal aspirations and familial responsibilities that require my undivided attention.

I commit to ensuring a seamless transition, assisting in any way possible. The memories, lessons, and friendships I've made here will always have a special place in my heart.

Warm regards,

[Your Name]