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# Informal Resignation Letter

Hey [Manager's First Name],

I wanted to chat with you before I made it official, but circumstances have changed for me. As of [Last Working Day], I'll be stepping away from my role as [Your Position]. This decision wasn't easy, given all the unforgettable memories and learning experiences I've gathered here.

I'm incredibly grateful for the support and guidance during my time here. Let's discuss how I can help smooth out the transition. And hey, this isn't goodbye forever. Let's grab a coffee sometime!

Best,

[Your Name]