
Resignation Letter to HR Manager Example

Dear [HR Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, e.g., September 30, 2023].

Throughout my time here, the HR department, under your leadership, has been instrumental in ensuring a conducive work environment, and I have benefited greatly from the numerous professional development initiatives. Your unwavering support has made my journey both productive and enjoyable.

Please guide me through the formalities and processes I need to complete during my notice period.

Thank you for your understanding, and I hope to stay in touch.

Sincerely,
[Your Name]