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# Resignation Letter to Manager Format

Dear [Manager's Name],

I hope this letter finds you well. After careful deliberation, I have decided to resign from my position at [Company Name], effective [Last Working Day, e.g., September 30, 2023]. This wasn't an easy decision, given the impactful experiences and the invaluable lessons I have gained during my tenure.

I wish to express my gratitude for your exceptional leadership. Your guidance and support have been pivotal to my professional growth. I am genuinely appreciative of the opportunities you have provided me, and I hope to carry forward these learnings in my future endeavors.

Please let me know how best I can ensure a seamless transition, be it through training a successor or handing over my responsibilities.

Thank you once again, and I hope our paths cross again in the future.

Warm regards,  
[Your Name]