
Resignation Letter to Manager

Dear [Manager's Name],

I am submitting my resignation from my role as [Your Position], effective [Last Working Day]. While this decision has been difficult, I believe it aligns with my evolving career goals and aspirations.

Having worked under your leadership has been a significant highlight of my tenure at [Company Name]. Your guidance, constructive feedback, and support have been instrumental in my professional growth.

Over the next [notice period duration, e.g., "two weeks"], I am dedicated to ensuring a smooth transition. Please advise me on specific tasks or responsibilities you'd like me to prioritize during this period.

Thank you for your understanding, and I genuinely hope our paths cross again in the future.

Warm regards,

[Your Name]