
Resignation Letter to Senior Manager

Example

Dear [HR Manager's Name],

It is with a mixed set of emotions that I tender my resignation from the role of [Your Position] at [Company Name], effective [last working day].

Having been part of the company's strategic vision, I understand the weight of this decision. My choice to resign stems from [a new opportunity/personal reasons] that I believe aligns more with where I see my future.

I deeply appreciate the trust you placed in me to drive our team and projects. Over the next few weeks, I will ensure all my responsibilities are transitioned smoothly and that the team is positioned for ongoing success.

Thank you for your leadership and the invaluable lessons during my tenure.

Warm Regards,
[Your Name]