
Resignation Letters to Manager

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

It has been a genuine pleasure working at [Company Name] for the past [X years/months]. I have grown both professionally and personally, thanks to the unique challenges and rewarding experiences I faced here. I am grateful for the opportunities to contribute to our goals and for the invaluable relationships I've cultivated.

The decision to resign was not easy and took a lot of contemplation. It arises from personal reasons that require my undivided attention [or insert another general reason if you'd prefer to specify].

During my notice period, I am committed to ensuring a smooth transition, including assisting in finding a replacement or training a team member to take over my responsibilities.

Thank you once again, [Manager's Name], for your guidance and support throughout my tenure. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Name]