
Thankful Resignation Letter with Notice Example

Dear [Manager's Name],

I'm writing to formally submit my resignation from [Company Name], effective [last working day, e.g., "September 30th"]. I commit to ensuring a smooth transition over the notice period.

Working here has been a defining period of my professional life. The values, the mission, and most importantly, the wonderful individuals like you have enriched me in countless ways. I am deeply thankful for the support, guidance, and opportunities provided during my tenure.

Though I am venturing into a new chapter, the lessons and experiences from here will always guide me. Thank you for everything.

Kind regards,

[Your Name]