

Subject: Grateful Resignation â€“ Thank You for the Support and Opportunities

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date of this email]. This decision comes with much contemplation and gratitude for the experiences and growth I have enjoyed throughout my tenure.

I would like to express my heartfelt appreciation for the unwavering support, encouragement, and invaluable opportunities that [Company Name] has provided me. The collaborative environment and inclusive culture here have been truly inspiring, allowing me to develop both personally and professionally. Working alongside a talented and supportive team has strengthened my skill set and boosted my confidence in ways I could not have imagined.

Your mentorship and guidance have been instrumental to my journey, and I am deeply grateful for the trust and responsibility entrusted to me. The knowledge and experiences gained here have significantly contributed to my career advancement, and I will carry them with me as I take on new challenges and pursue future opportunities.

Please let me know how I can assist during the transition period to ensure continuity for the team. I am committed to making this transition as smooth as possible.

Thank you again for everything. I look forward to staying in touch and sincerely wish continued success for you and the entire team at [Company Name].

With deep appreciation,
[Your Name]