

Date: [Insert Date]

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 above]. This decision did not come easily, as my time here has been incredibly rewarding both personally and professionally.

I want to sincerely thank you for your supportive leadership throughout my tenure. Your guidance, encouragement, and the many opportunities you have provided have played a pivotal role in my development. I have always felt valued and empowered under your management, and I truly appreciate your efforts in creating such a positive and nurturing work environment.

The confidence you placed in me, coupled with your open-door approach to communication, made a world of difference in my experience at [Company Name]. I am deeply grateful not just for your mentorship, but also for the respect and warmth you extend to everyone on the team.

As I take this next step in my career, I carry with me the skills and lessons I have gained here, thanks to your exceptional leadership. Please know that I leave with nothing but fond memories and the highest regard for you and the entire team.

I am committed to making this transition as smooth as possible and will do everything I can to ensure my responsibilities are handed over seamlessly. I hope to stay in touch and look forward to crossing paths again in the future.

Thank you once again for everything.

With appreciation,
[Your Name]