

Resignation Letter Template: Expressing Gratitude for Manager's Support

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as my experience at [Company Name] has been incredibly fulfilling and formative. I want to express my deepest gratitude for your unwavering support, encouragement, and mentorship during my tenure here. Your guidance has played a significant role in my professional and personal development, and I am sincerely thankful for the opportunities and trust you have extended to me.

I especially appreciate [mention any specific support, guidance, or opportunity your manager provided, e.g., challenging projects, career advice, or leadership]. Working under your management has truly been a privilege, and I have learned lessons that I will carry throughout my career.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to assist in handing over my responsibilities.

Thank you again for your exceptional leadership and support. I hope to stay in touch, and I look forward to crossing paths again in the future.

With sincere appreciation,
[Your Name]