

Resignation Letter Example Expressing Sincere Regret

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Today's Date]

[Manager's Name]
[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, and it is with sincere regret that I take this step. I want to express my deepest gratitude for the many opportunities I have had during my time at [Company Name]. Working with such a talented and dedicated team has been a true privilege, and I am incredibly thankful for the support, encouragement, and professional growth I have experienced here.

I wish to assure you that I am committed to making this transition as seamless as possible. I am happy to assist in training a replacement or handing over my responsibilities to ensure continued success for the team.

Thank you once again for the trust and confidence you placed in me. I truly value the relationships I have built and hope to keep in touch. I look forward to seeing the continued growth and success of [Company Name], and I hope our paths may cross again in the future.

Sincerely,
[Your Name]