

## Short Resignation Letter with Thanks and Appreciation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from today].

I would like to express my sincere gratitude for the opportunities and support you and the team have provided me during my time here. I have greatly appreciated the chance to grow both professionally and personally and am thankful for the knowledge and experiences gained.

I wish the company continued success in the future. Please let me know how I can assist during my transition.

Thank you once again for everything.

Sincerely,  
[Your Name]