
Positive Resignation Letter to Manager

Example

Dear [Manager's Name],

I'm writing to formally announce my resignation from [Company Name], effective [last working day, e.g., September 30, 2023].

Working under your leadership has been a pivotal point in my career. I truly appreciate the opportunities for professional development and the projects that you entrusted to me. They have contributed to my growth, both professionally and personally.

While I am enthusiastic about the new direction my career is taking, it is not without a twinge of sadness that I leave this wonderful team. Your guidance and support have been invaluable, and I hope to carry forward the lessons and skills I've acquired.

Thank you once again for your mentorship. I hope we can stay in touch, and I'm looking forward to seeing where [Company Name] goes next.

Warm regards,
[Your Name]