
Resignation Letter to Branch Manager

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name, Branch Location], effective [last working day].

Working at this branch has been an enlightening experience. Your leadership and the team's collaboration have made a significant impact on my professional journey. I've been fortunate to witness and contribute to our branch's milestones and successes.

As I turn the page on this chapter, I'd like to offer my assistance in any handovers or training that would help in this transitional phase.

Thank you for the opportunities and for the unwavering support.

With gratitude,
[Your Name]