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# Resignation Letter to Manager with Notice Period Example

Dear [HR Manager's Name],

I wish to tender my resignation from the position of [Your Position] at [Company Name], effective [last working day, e.g., September 30, 2023], adhering to the [X weeks/months] notice period as mentioned in my employment contract.

It has been a privilege to be a part of this team, and I deeply value the experiences and knowledge I've acquired here. My decision to move on is in pursuit of a new professional opportunity.

I am committed to ensuring that there's minimal disruption due to my departure. I will provide all necessary support in transitioning my responsibilities.

Thank you for your guidance and mentorship throughout my tenure.

Sincerely,  
[Your Name]