
Resignation Letter to Reporting Manager

Example

Dear [HR Manager's Name],

I hope this letter finds you well. After considerable thought and introspection, I have made the difficult decision to resign from my position at [Company Name], effective [last working date, e.g., September 30, 2023].

Working under your leadership has been an instrumental chapter in my professional journey. Your guidance, support, and unwavering commitment to my growth have been nothing short of inspiring. I have learned the nuances of our industry, cultivated skills I was unaware I possessed, and most importantly, understood the value of teamwork and leadership, thanks to your mentorship.

However, an opportunity has surfaced that aligns more closely with my long-term career aspirations. While the decision to part ways with this team and your leadership was not easy, I believe this new role will propel me towards achieving those goals more directly.

I would like to offer my deepest gratitude for your continuous support and encouragement. I am hopeful that our paths will cross again in the professional realm and that this goodbye is merely a brief interlude.

Thank you once again, and please let me know how I can ensure a seamless transition for the team.

Warm Regards,
[Your Name]