
Sample Resignation Letter to Manager

Example

Dear [HR Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, e.g., September 30, 2023].

Over the past [duration, e.g., "two years"], I've had the privilege to contribute to our team's goals and witness our collective growth. I've decided to pursue another opportunity that aligns with my long-term career aspirations.

I am committed to ensuring a smooth transition, which includes assisting in finding a replacement or training a team member to take over my responsibilities.

Thank you for the guidance, mentorship, and the opportunities provided during my tenure.

Sincerely,
[Your Name]