

# Official Work Resignation Letter

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager's Full Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Work Resignation Notice**

**Dear [Manager's Name],**

I am submitting this letter to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day]. This decision comes with mixed emotions as I move on to new opportunities.

During my tenure at [Company Name], I have gained incredible experiences and knowledge that have significantly contributed to my growth. I will always value the supportive team dynamics and the chance to contribute meaningfully to our collective goals.

I assure you of my commitment to a seamless transition. I will complete all outstanding tasks and assist with onboarding or training efforts for my successor. Please let me know if there are additional ways I can support the team during this time.

Thank you for your guidance and the trust you have shown in my abilities. I hope to keep in touch and wish the team continued success.

Warm regards,  
[Your Full Name]