

Professional letter specifically addressed to supervisors and managers

Subject: Resignation and Farewell

Dear [Manager's Name],

As I resign from my position at [Company Name], I want to sincerely thank you for your leadership, guidance, and support. Your mentorship has been instrumental in my professional growth.

I am committed to ensuring a smooth transition before my last day on [Date]. I hope to maintain a professional relationship and look forward to staying in touch.

Best regards,

[Your Name]

[Contact Information]

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