## **Formal Resignation Letter**

Subject: Resignation Notice

Dear [Manager's Name],

Please accept this letter as formal notice of my resignation from my position at [Company Name], effective [last working day].

I am grateful for the opportunities and support I have received during my time here. I will do my best to ensure a smooth transition before my departure.

Thank you for your guidance and understanding.

Sincerely,

[Your Name]

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