[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as a Human Resources Manager at [Company Name], effective [last working day, typically two weeks from the date of the letter]. This decision has not been an easy one, as I have thoroughly enjoyed my tenure at [Company Name] and have had the opportunity to work with incredibly talented colleagues like yourself.

During my time here, I have grown both professionally and personally, thanks to the nurturing environment that [Company Name] offers its employees. The support, guidance, and trust bestowed upon me have allowed me to develop essential skill sets and contribute meaningfully to the success of the HR department.

After careful consideration and personal reflection, I have decided to pursue a new career path that aligns more closely with my long-term professional goals. This decision was not made lightly, and I believe it is in my best interest to take on new challenges and expand my horizons.

I would like to express my deepest gratitude to the entire [Company Name] team, especially to my colleagues in the HR department. Their unwavering support, collaborative spirit, and dedication to fostering a positive work environment have made my experience here truly exceptional. I am thankful for the valuable relationships I have built during my tenure, and I will cherish the memories and experiences we shared.

To ensure a seamless transition, I am committed to completing any pending projects and documenting my responsibilities comprehensively. I would be more than willing to assist in the recruitment and training of my successor, as well as facilitate a smooth handover process.

Please let me know how I can be of assistance during this transition period. I genuinely appreciate the opportunities I have been given during my time at [Company Name] and sincerely hope that our paths may cross again in the future.

I wish [Company Name] continued success and prosperity. Thank you once again for your understanding and support throughout this journey.

Yours sincerely,

[Your Name]