

Subject: Resignation Announcement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

This decision was not easy and took a lot of consideration. I am truly grateful for the opportunities I have had during my time at [Company Name], and I appreciate the support and guidance you have provided me.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can help during this period.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company Name] continued success in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]