

Subject: Formal Resignation Announcement

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

It has been a pleasure working with you and the team. I am grateful for the opportunities I've had to grow professionally and personally during my time here.

I will do everything possible to ensure a smooth transition and will assist in handing over my responsibilities during my remaining time.

Thank you once again for the support and guidance you have provided.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]