

Subject: Resignation Announcement

Dear [Manager's Name],

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 made lightly, as I have greatly enjoyed working at [Company Name] and am grateful for the opportunities I have had to grow professionally and personally. I appreciate the support and guidance you have provided during my time here.

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

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how [Company Name] continues to thrive in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]