

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, e.g., two weeks from today].

This decision was not easy to make, but after careful consideration, I have decided to pursue a new career opportunity that aligns with my personal and professional goals.

I want to express my heartfelt gratitude for the support and opportunities I have received during my time at [Company Name]. I have learned so much, and I will always cherish the relationships I've built with my colleagues.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties. Please let me know how I can assist.

Thank you once again for the wonderful experience. I hope to stay in touch and wish you and the team all the best for the future.

Sincerely,

[Your Name]

[Your Job Title]