

Subject: Resignation Announcement

Dear [Manager's Name],

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

I want to express my heartfelt gratitude for the opportunities I have had during my time at [Company Name]. Working under your guidance has been a privilege, and I have learned so much from my colleagues and the projects we've accomplished together.

Thank you once again for your support and understanding. I look forward to staying in touch, and I wish the team continued success in the future.

Sincerely,  
[Your Name]  
[Your Job Title]