

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].

This decision was not made lightly, and it comes due to personal reasons that require my immediate attention. I want to express my gratitude for the support and opportunities I have received during my time here.

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

Thank you for your understanding.

Sincerely,
[Your Name]