

Subject: Resignation Announcement

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, e.g., two weeks from today].

This was not an easy decision for me to make, and I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I have greatly enjoyed working with you and the team.

As part of my transition plan, I will ensure that all my responsibilities are managed until my final day. I propose the following transition plan:

- Complete all current projects by [specific date].
- Document key processes and provide access to relevant files.
- Assist in training my replacement, if possible.
- Hold a final meeting to discuss ongoing tasks and handover any important information.

Thank you once again for the support and guidance I have received at [Company Name]. I look forward to staying in touch, and I hope to cross paths in the future.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]