

Subject: Resignation - [Your Name]

Dear [Manager's Name],

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

This decision was not made lightly, and I appreciate the opportunities I've had to grow and develop during my time here. I am grateful for the support and guidance from you and the team.

I will ensure a smooth transition by completing any outstanding tasks and assisting in handing over my responsibilities.

Thank you once again for everything. I hope to stay in touch!

Best regards,
[Your Name]
[Your Contact Information]