

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, typically two weeks from the date of the email].

This was not an easy decision to make, and it took a lot of consideration. I am grateful for the opportunities I've had during my time here and the support I've received from you and the team.

I will do my utmost to ensure a smooth transition and will complete my current projects as well as assist in the handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]