

Subject: Resignation Notice

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 easy and took a lot of consideration. I am grateful for the opportunities I have had during my time at [Company Name] and truly appreciate the support from you and the team.

I will ensure a smooth transition of my responsibilities and will do everything I can to assist in the handover process.

Thank you once again for everything. I look forward to keeping in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]