

# Resignation Announcement

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, e.g., two weeks from today].

This decision was not easy and took a lot of consideration. However, after careful thought, I have decided to pursue a different career path that aligns more closely with my personal and professional goals.

I am incredibly grateful for the opportunities I've had here at [Company Name], and I appreciate the support and mentorship during my tenure. I have learned so much from you and my colleagues and will always value the experiences we've shared.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to assist in this process.

Thank you once again for your understanding and support. I hope to stay in touch, and I wish [Company Name] continued success.

Sincerely,

[Your Name]

[Your Contact Information]