

Resignation Announcement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

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, typically two weeks from the date of the letter]. This decision comes after careful consideration of my personal circumstances, and it was not made lightly.

I am grateful for the opportunities I've had at [Company Name] to grow both personally and professionally. Working with such a talented team has been a truly enriching experience. I appreciate all the support and encouragement I have received during my time here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Warm regards,

[Your Name]

[Your Contact Information]