

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

It has been a pleasure working with the team and contributing to the company. I appreciate the opportunities for professional growth and development that I have received during my time here.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your support and guidance. I hope to stay in touch.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]