

Subject: Resignation and Office Transfer

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 comes as I have accepted a transfer to the [New Office/Location] department.

I want to express my gratitude for the opportunities I've had at [Current Office/Location] and for the support from you and the team. I am committed to ensuring a smooth transition and will do my best to complete my tasks before my departure.

Thank you for your understanding. I look forward to staying in touch and hope to reconnect in the future.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]