

Resignation Announcement

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 letter].

While it is bittersweet to leave, I am excited about the new opportunities that lie ahead. My time at [Company Name] has been incredibly rewarding, and I am grateful for the support and encouragement I've received from you and my colleagues.

I will do everything possible to ensure a smooth transition and handover of my responsibilities. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be part of such a fantastic team. I look forward to staying in touch and hope our paths cross again in the future.

Warm regards,

[Your Name]

[Your Contact Information]