

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Notice of Resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, and I truly appreciate the opportunities I've had to grow and develop during my time with the company.

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

Thank you once again for the support and guidance I've received. I look forward to staying in touch in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]