

Subject: Resignation - [Your Name]

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].

I want to take this opportunity to express my gratitude for the support and opportunities I have received during my time at [Company Name]. I have enjoyed working with you and the team, and I appreciate the chance to be a part of [specific project or experience].

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for everything. I look forward to staying in touch.

Best regards,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]