

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 express my gratitude for the opportunities I have received during my time at [Company Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance provided during my tenure.

Please let me know how I can assist during the transition period. I am committed to completing my responsibilities and ensuring a smooth handover.

Thank you once again for everything. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]