

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 am grateful for the opportunities and experiences I've had during my time at the company. Thank you for your support and guidance.

Please let me know how I can help during the transition.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]