

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 [Your Company] effective [Last Working Day, typically two weeks from the date of the email].

This decision was not made lightly, and I am grateful for the opportunities and support I have received during my time at [Company]. I have enjoyed working with you and the entire team, and I appreciate the valuable experiences I have gained.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding tasks and assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of [Company]. I look forward to staying in touch and wish the team continued success.

Best regards,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]