

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 had during my time at the company. I have learned a great deal and appreciate the support and guidance you have provided.

Please let me know how I can assist in the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]