

Subject: Resignation Letter

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've had during my time at [Company Name]. I appreciate the support and guidance provided by you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to complete my current projects and assist in the handover process.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Date]