

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've had during my time at [Company Name]. I've enjoyed working with the team and appreciate the support and guidance you have provided me.

Please let me know how I can assist in the transition process. I am committed to ensuring that my responsibilities are handed over smoothly.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]