

Subject: Resignation Notice

Dear [HR Manager's Name],

I hope this message finds you well.

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this email].

I want to express my gratitude for the opportunities I've had during my time here and for the support from you and the team. I have learned a great deal and appreciate the experiences that have contributed to my professional growth.

Please let me know how I can assist during 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 Contact Information]