

Subject: Resignation Notice

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

I am grateful for the opportunities I have had during my time at [Company Name] and I appreciate the support I have received from you and my colleagues. I have learned a great deal and will carry these experiences with me in my future endeavors.

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

Thank you once again for everything. I hope to stay in touch.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]