

Subject: Resignation Letter

Dear [Manager's Name],

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

I have appreciated the opportunities for professional and personal development during my time at [Your Company Name]. Thank you for the support and guidance you have provided throughout my tenure.

Please let me know how I can assist during the transition period.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your LinkedIn Profile (optional)]