

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 have enjoyed working at [Company Name] and am grateful for the opportunities for personal and professional development that I've received during my time here. I appreciate your support and guidance, which have had a significant impact on my career.

I will ensure a smooth transition and hand over my responsibilities to [Colleague's Name/next point of contact]. Please let me know how I can help during this transition period.

Thank you once again for the opportunity to be a part of [Company Name].

I look forward to staying in touch, and I wish the team continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Phone Number]

[Your Email Address]