

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 mentioned].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time with the team. I appreciate the support and guidance I have received, which has contributed to my professional growth.

I will ensure a smooth transition by completing any outstanding tasks and assisting in handing off my responsibilities. Please let me know how I can help during this period.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to staying in touch and wish the team continued success.

Best regards,

[Your Name]

[Your Email Address]

[Your Phone Number]