

Subject: Resignation - [Your Name]

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 have appreciated the opportunities for personal and professional development during my time at [Company Name]. I am grateful for the support and guidance you have provided.

Please let me know how I can assist during the transition. I hope to stay in touch in the future.

Thank you once again for everything.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]