

****WhatsApp Resignation Notification Template****

Hi [Manager's Name],

I hope you're doing well. I wanted to let you know that I have decided to resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the message].

I am grateful for the opportunities and experiences I've had during my time here. I appreciate your support and guidance.

Please let me know how I can help during the transition.

Thank you!

Best,

[Your Name]

[Your Position]

[Your Contact Information] (if needed)
