

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 of the email].

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I am thankful for the support, guidance, and experiences that have contributed to my professional growth.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I look forward to staying in touch.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]