

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 have appreciated the opportunities for professional and personal development during my time at [Company Name]. It has been a pleasure working with you and the team. I am grateful for the support and guidance I have received.

Please let me know how I can assist in transitioning my responsibilities. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Thank you once again for everything.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]