

Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well.

I am writing to formally resign from my position as [Your Job Title] 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 for personal and professional development that you have provided me during my time at [Company Name]. I have greatly enjoyed working with you and the team and appreciate the support you have given me.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for everything. I wish you and the company continued success in the future.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]