

Good [morning/afternoon], everyone,
I hope this message finds you well. I wanted to take a moment to share some personal news with all of you. After careful consideration and reflection, I've decided to resign from my position at [Company Name], effective [last working day, usually two weeks from today].
This decision was not made lightly, especially given the recent budget cuts and the impact they have had on our team and the organization as a whole. I want to express my gratitude for the opportunities I've had here, and I'm proud of what we've accomplished despite the challenges. I am committed to making the transition as smooth as possible. Over the next few weeks, I'll be working closely with my team to ensure that all responsibilities are handed over efficiently.
Thank you for your support and understanding. I truly value the time spent with each of you and hope our paths cross again in the future.
Warm regards,
[Your Name]