

Subject: Resignation Announcement

Dear [Manager's Name/Team],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from date of notice].

This was not an easy decision to make, as my time here has been incredibly rewarding and fulfilling. I am deeply grateful for the opportunities I've had to grow professionally and personally, and for the support and encouragement from the entire team.

Working alongside such talented and dedicated colleagues has been a privilege, and I cherish the friendships and connections I've made. I am proud of what we have accomplished together and confident that the team will continue to achieve great success.

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

Thank you once again for the unforgettable experience. I look forward to staying in touch, and I wish [Company Name] continued success in the future.

Warm regards,

[Your Name]