

Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from [Company Name], effective two weeks from today, [last working day].

This decision was not easy and took a lot of consideration. My time at [Company Name] has been an incredible journey filled with growth and the opportunity to collaborate with talented colleagues. I am deeply grateful for the support and experiences that have been afforded to me during my tenure.

As I look forward to embarking on a new chapter, I am excited about the opportunities that lie ahead, and I am optimistic that this change will bring positive growth for my career. I am committed to ensuring a smooth transition and will do everything to hand over my responsibilities efficiently.

Thank you once again for the invaluable opportunities and trust. I look forward to staying in touch, and I hope our paths may cross again in the future.

Wishing everyone at [Company Name] continued success.

Warm regards,

[Your Name]