

Certainly! Here's a simple example:

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Subject: Resignation Letter - [Your Name]

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 made lightly, as my time at [Company Name] has been incredibly fulfilling, and I am deeply grateful for the opportunities to grow and contribute to our team. I have learned so much under your guidance and feel proud of what we have accomplished together.

As I look to the future, I am excited about new possibilities and the chance to explore different horizons. I am eager to apply the skills I've gained here to new challenges and continue my journey of personal and professional growth.

I am committed to ensuring a smooth transition and will do everything I can to support the team during this time. Please let me know how I can help make this process as seamless as possible.

Thank you once again for your leadership and support. I am looking forward to keeping in touch and I am optimistic about what the future holds for both [Company Name] and myself.

Warm regards,

[Your Name]