

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day].

This decision was not made lightly and comes after much contemplation about my personal balance and well-being. I have thoroughly enjoyed my time here, and I am incredibly grateful for the opportunities I've had to grow professionally and personally. Working with such an inspiring team has been a privilege.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your understanding and support. I look forward to staying in touch and wish [Company Name] continued success.

Warm regards,

[Your Name]