

Certainly! Here's a simple example:

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Dear [Manager's Name],

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, and it fills me with mixed emotions. Working at [Company Name] has been an incredibly rewarding experience, and I am truly grateful for the opportunities I have been given and the support I have received from you and my colleagues over the years.

I cannot express enough gratitude for the mentorship and guidance you have provided, as well as the camaraderie I've shared with the team. This role has not only allowed me to grow professionally but also personally, and for that, I am eternally thankful.

While I am excited for the new challenges that lie ahead, I will always cherish the memories and friendships I've made here. Please let me know how I can help during this transition period; I am dedicated to ensuring a smooth handover.

Thank you once again for everything. I hope to stay in touch and wish [Company Name] continued success.

Warm regards,

[Your Name]