

Subject: Resignation

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from [Company Name], effective [Last Working Day, typically two weeks from the date you submit your letter].

This decision was not made lightly and comes after much reflection on my career goals and aspirations. I am incredibly grateful for the opportunities I've had during my time here, the skills I have developed, and the friendships I have formed. Working at [Company Name] has been an enriching and fulfilling journey.

Looking to the future, I am excited to pursue new challenges and explore opportunities that align more closely with my evolving career aspirations. I believe that the experiences and knowledge gained from my time here have well-prepared me for the next chapter.

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 once again for the support and guidance you have extended to me. I am optimistic about the future and will always cherish my time at [Company Name]. I look forward to staying in touch.

Warm regards,

[Your Name]