

[Employee Name]

[Your Position]

[Company Name]

[Date]

Dear [Manager's Name],

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

This decision was not easy for me, as I have greatly valued my time at [Company Name]. I am incredibly grateful for the opportunities and support I have been given during my tenure here. Working under your leadership and with such a talented team has been a truly rewarding experience.

Thank you for the encouragement and professional guidance that have significantly contributed to my personal and professional growth. I will always cherish the friendships and experiences that I gained during my time here.

I am committed to ensuring a smooth transition and will wrap up my duties and assist in handing over my responsibilities during my remaining time in the office. Please let me know how I can help.

Thank you once again for everything. I look forward to staying in touch.

Warm regards,

[Your Name]