

Subject: Resignation Letter

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 easily, as I have thoroughly enjoyed my time working here and truly value the opportunities for growth and development that [Company Name] has provided me. However, I have accepted a new position that aligns closely with my career goals in the IT industry, focusing on [specific area or technology].

I am immensely grateful for your support and guidance, along with the friendships I have built within the team. During the transition period, I am committed to ensuring a seamless handover of my responsibilities.

Thank you once again for the incredible experience. I am looking forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,

[Your Name]