

Subject: Resignation Notification

Dear [Manager's Name],

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

This decision was not made lightly, as I have truly enjoyed working with you and the team. However, after much reflection, I have decided to pursue a new career opportunity in a different industry. This change aligns with my long-term personal and professional goals and will provide me with new challenges and growth opportunities that I am excited to explore.

I am incredibly grateful for the support, guidance, and opportunities I have received during my time here. I greatly appreciate your leadership and the encouragement I've received from my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to complete my responsibilities and assist during this period. Please let me know how I can help in transitioning my duties or training my replacement.

Thank you once again for the opportunities and support throughout my time at [Company Name]. I look forward to staying in touch, and I wish the team continued success.

Sincerely,

[Your Name]