[Date]

[Manager’s Name]

[Company Name]

Subject: **Resignation Notice**

Dear [Manager’s Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day—usually two weeks from now].

I appreciate the opportunities I’ve had to grow and develop in this role, and I’m thankful for the experience working with the team. To ensure a smooth transition, I am happy to assist with knowledge transfer over the next two weeks.

Thank you for the opportunity, and I wish the company continued success.

Sincerely,

[Your Name]