[Date]

[Manager’s Name]  
[Company Name]  
[Company Address (optional if included in company’s format)]

**Subject: Resignation Notice**

Dear [Manager’s Name],

I am writing to formally submit my resignation from my position as **[Your Job Title]** at **[Company Name]**, effective **[Last Working Day – e.g., March 10, 2025]**. I have appreciated the opportunity to contribute to the team over the past **[duration of employment]**, and I’m grateful for the professional growth and support I’ve received.

In the coming weeks, I will do my best to ensure a smooth transition by assisting with any necessary knowledge transfer and providing documentation on my current projects. If there is anything specific you would like me to cover during this period, please let me know.

Thank you for your guidance and for all the valuable experiences I’ve had here. I wish you and everyone at **[Company Name]** continued success.

Sincerely,

**[Your Name]**  
[Your Contact Information (if appropriate)]