

# Resignation Letter Email

**Subject: Resignation - [Your Name]**

**Dear [Manager's Name],**

I hope this message finds you well. After much consideration, I have decided to resign from my position at [Company Name], effective [Last Working Day], which will be two weeks from today. This decision has not come easily, but I believe it is a necessary step for personal growth and career advancement.

I want to express my sincere gratitude for the opportunities I have had to grow and the support I've received during my time here. It has been a privilege to be part of such a dedicated team.

I am committed to making this transition period as smooth as possible and will do my utmost to assist in handing over my duties and responsibilities. Please let me know the steps I should take in the coming weeks.

Thank you once again for the opportunity to work at [Company Name]. I look forward to staying in touch.

**Best regards,**

**[Your Name]**

**[Your Position]**