

# E-mail Resignation Letter to Manager

**To:** [Manager's Email]

[Company Name]

[Company Address]

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

**Subject:** Formal Resignation Notice

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. After careful consideration, I have decided to pursue a new opportunity that aligns with my career goals.

I truly appreciate the guidance and opportunities provided during my time at [Company Name]. The support from you and my colleagues has significantly contributed to my professional growth, and I will always be grateful.

To ensure a smooth transition, I am happy to assist in training my replacement or completing any outstanding projects. Please let me know how I can help during this period.

Thank you again for your leadership and support. I hope to stay in touch in the future.

**Sincerely,**

[Your Name]

[Your Contact Information]