

Quick Email

Subject: Resignation Notice

Hi [Manager's Name],

I am resigning from my role as [Job Title] at [Company Name], with my last working day being [Date]. Thank you for the guidance and experience.

I will assist in transitioning my duties over the notice period.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/simple-resignation-letter-format>