
Casual Resignation Notice Letter Example

[Your Name]

[Date]

Hey [Manager's First Name],

Hope you're good. I've decided it's time for me to move on, so I'm stepping down from my role at [Company Name] as of [last working day's date]. It's been quite the ride, hasn't it? Let's ensure a smooth handover, and of course, stay in touch.

Catch you later,

[Your Name]