
Email Resignation Letter to Manager Example

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I hope this email finds you well. I am writing to formally resign from my position at [Company Name], effective [last working day].

I've been fortunate to work with a team that is both talented and supportive, and under leadership that encourages growth. While I transition to a new role elsewhere, I will always value the professional journey here.

Thank you for your guidance throughout my tenure. Please let me know how I can assist in ensuring a smooth transition.

Warm regards,
[Your Name]