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# Email Resignation Letter to Manager

## Example

Subject: Resignation - [Your Full Name]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date, typically two weeks from the date of the email].

I am grateful for the opportunities and experiences I've had under your leadership. Your guidance and support have been invaluable to me.

In the upcoming weeks, I am committed to a smooth transition. I will collaborate with the team to ensure a seamless handover of responsibilities.

I extend my appreciation for your understanding and look forward to staying connected.

Best regards,

[Your Full Name]

[Your Contact Information]

