

Casual Friendly Resignation Email

Subject: Time to Move On - My Resignation

Hi [Manager's Name],

I hope you're doing well! I wanted to let you know that I've decided to resign from my position as [Your Job Title] here at [Company Name]. My last day will be [Date].

This has been such an amazing experience, and I've really enjoyed working with everyone on the team. I've learned so much about [specific skills/areas] and have grown both professionally and personally during my time here.

I'm excited about my next adventure, but I'm definitely going to miss the great people and the collaborative atmosphere we have here. Don't worry - I'll make sure everything is in great shape before I go!

Over the next two weeks, I'll wrap up my current projects and make sure whoever takes over has everything they need. If there's anything specific you'd like me to focus on during the transition, just let me know.

Thanks for being such a supportive manager and for all the opportunities you've given me. I really appreciate it!

Looking forward to keeping in touch!

Cheers,

[Your Name]

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