

Informal Friendly Resignation Email Template

Subject: Moving On with Gratitude

Hi [Manager's Name],

I wanted to let you know that I'll be leaving my role as [Position] at [Company], with my last day being [Date].

I can't thank you enough for all the support, guidance, and fun experiences over the past [time period]. It's been a privilege to work with such an amazing team.

Looking forward to keeping in touch!

Best,

[Your Name]

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