

Casual resignation email

Subject: Resignation Notice

Hi [Manager Name],

I hope you are doing well. I am writing to let you know that I have decided to resign from my position at [Company Name], effective [Last Working Day].

Iâ€™ve truly enjoyed working with the team and appreciate all the support and experiences Iâ€™ve gained here. Iâ€™ll do my best to ensure a smooth transition in the coming weeks.

Thanks again for everything.

Best regards,

[Your Name]

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