

Informal email requesting resignation approval

Subject: Request to Accept My Resignation

Hi [Manager's Name],

I wanted to let you know that I am resigning from my role as [Your Job Title] at [Company Name], with my last working day being [Last Working Day]. I hope you can accept this resignation and guide me through any required handover.

Thanks so much for all the support during my time here.

Best,

[Your Name]

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