

## Notice period included

Dear [Manager's Name],

I hereby submit my resignation from my role at [Company Name], effective [Last Working Day], in accordance with my notice period of [X weeks/months]. I have decided to pursue a new career opportunity that better aligns with my aspirations.

I am committed to supporting the team during this transition and completing any pending tasks.

Thank you for your guidance and support.

Sincerely,

[Your Name]

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