

Casual Resignation Email With Notice Period

Subject: Moving On - My Notice

Hi [Manager's First Name],

I wanted to let you know that I have decided to resign from my position at [Company Name]. I'll be serving my [X-week] notice period, so my last working day will be [date].

I've really enjoyed being part of the team, and I'm grateful for all the support and learning opportunities. Please let me know how I can help make this transition smooth.

Thanks again, and I hope we'll stay connected!

Best,

[Your Name]

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