

Quick Resignation Message With Notice Period

Subject: Resignation Notice

Dear [Manager's Name],

This is to formally inform you of my resignation from [Company Name], effective [date], in line with my [X-week] notice period. My last working day will be [final date].

Thank you for the opportunities and guidance provided. I will do my best to complete pending work and ensure a smooth transition.

Sincerely,

[Your Name]

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