

Casual Resignation Email With Flexible End Date

Subject: Moving On – Flexible Resignation

Hi [Manager's First Name],

I wanted to let you know that I've decided to step down from my position at [Company Name].

This wasn't an easy decision, but I believe it's the right time for me to take the next step in my career.

I'd like to suggest an end date around [date], but I'm more than happy to work with you on a timeline that makes sense for the team. I want to make sure everything transitions smoothly, and I'm open to extending my time here if needed.

Thank you so much for the opportunities and experiences. It's been a great journey!

All the best,

[Your First Name]

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