

Simple Resignation Email Offering Flexible End Date

Subject: Resignation Notice

Dear [Manager's Name],

Please accept this email as my formal resignation from [Company Name]. I propose my last day to be [date], but I am open to adjusting this timeline based on the company's requirements.

I am committed to assisting in the transition process, including finishing pending tasks or training colleagues as needed. I want this process to be as smooth as possible for the team.

Thank you for your support and understanding.

Best regards,

[Your Full Name]

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