

Preliminary Resignation Email With Flexible Exit Plan

Subject: Preliminary Resignation with Flexible Exit

Dear [Manager's Name],

I am writing to inform you of my decision to resign from [Company Name]. I wanted to let you know early to allow us sufficient time to plan a smooth transition.

While I anticipate leaving around [date], I am very open to discussions about extending or adjusting this timeframe. My goal is to support the team until the transition is complete.

Thank you for your understanding and continued support.

Best regards,

[Your Full Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/resignation-letter-with-flexible-ending-date>