

Professional Resignation Email with Notice Period

Subject: Notice of Resignation

Dear [Manager's Name],

Please accept this email as my formal resignation from [Company Name], with my last working day being [Date], providing [X weeks/months] notice as per company policy.

I am thankful for the opportunities and experiences gained during my tenure. I will ensure a seamless transition by completing pending tasks and assisting with handover.

Thank you for your guidance and support.

Best regards,

[Your Name]

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