## **Quick Email**

Subject: Resignation Notice

Hi [Manager's Name],

I am resigning from my role as [Job Title] at [Company Name], with my last working day being

[Date]. Thank you for the guidance and experience.

I will assist in transitioning my duties over the notice period.

Best regards,

[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/simple-resignation-letter-format