**Resignation Template**

Subject Line: Resignation – Your Name

Dear Your Managers Name,

I'm writing today to let you know that I am resigning from my position as Job Title at Company Name. My last day will be in Notice Period, on Date You Need To Leave.

I'm grateful for all of your support and training during my three years at Company Name, as well as your friendship. I've learned so much thanks to you and everyone else on the Department Team.

Please let me know how I can help during this transitional period. At the end of the month, I'll be starting a new position, but you can always get in touch if questions come up. My personal email is Email Address and my phone number is Phone Number.

Thank you again. It's truly been a pleasure working with you, and I wish you and everyone at Company Name all the best.

Warmly,

Your Full Name