Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name]. My last working day will be [Date], providing [Notice Period] weeks' notice as per company policy.

I have accepted a new opportunity that aligns better with my long-term career goals.

I want to express my sincere gratitude for the opportunities for professional and personal growth that [Company Name] has provided me during my time here. I've learned invaluable skills and had the chance to work with incredibly talented colleagues.

I am deeply grateful for the support and guidance I've received from you and the entire team throughout my tenure. Your mentorship and encouragement have played a significant role in my development, and I am truly appreciative.

I am thankful for the collaborative and supportive environment that [Company Name] fosters. Working alongside such dedicated and passionate colleagues has been inspiring, and I will cherish the relationships I've built here.

I also want to express my appreciation for the positive company culture that [Company Name] promotes. The emphasis on innovation, teamwork, and employee well-being has made my time here both rewarding and enjoyable.

I am committed to facilitating a seamless transition and am willing to assist in any way I can during my remaining time at the company. Please let me know how I can support this process.

Thank you for the trust and confidence that you and the leadership team have placed in me during my tenure. It has been an honor to contribute to the company's success, and I am proud of the work we've accomplished together.

Sincerely,  
[Your Name]  
[Your Contact Information]