Dear [Manager’s Name],

I am writing to inform you that I have accepted a new job opportunity and will be resigning from my position as [Your Position] at [Company Name]. My last day of work will be [Last Day of Work].

I want to express my gratitude for the opportunities and experiences I have had while working at [Company Name]. I have learned a great deal during my time here and am grateful for the support and guidance provided by my colleagues and superiors.

I would like to assure you that I will do everything possible to ensure a smooth transition during my remaining time here. I will also make sure to complete any outstanding projects and handover my responsibilities to my team members.

Please let me know if there is anything else I can do to assist during this transition. I wish you and the company continued success in the future.

Sincerely,

[Your Name]