

# Sample Resignation Email

**Sample resignation email** is usually better to resign in person and hand over a **formal letter** of resignation. However if the situation demands that you resign via email you can adapt this basic **email resignation letter** for your own use.

**Subject: Resignation from the post of Project Manager**

**Dear Mr. Brown,**

Please consider this as a formal notice of resignation from the post of Project Manager as I have been offered the position of a General Manager in ABC Company, San Francisco. At the present stage in my career, I am looking forward to taking up that kind of a challenging role.

I am currently working on the XYZ Project which is near completion and shall submit the project report before my departure.

I shall also brief the new incumbent regarding all the required details about the job if the company requires.

I have learnt a great deal in my years of association with the company and I wish everybody in the company the very best.

Thanking You,

Sincerely,

Joanna Roberts

(joannar@gymail.com)

Project Manger

Review these [resignation email example](#) to get ideas for your own email to use to resign.