

Resignation Email Message - Two Weeks' Notice

Subject Line: Notice of Resignation - Emily Small

Dear Ms. Smith,

I am writing to notify you that I am providing two-week notice and will be resigning from my position as Customer Service Representative with AlphaCorp. My last day of employment will be February 12th.

Please let me know if I can train my replacement or otherwise provide any assistance with the transition. I would be glad to provide whatever support I can during my remaining time with the company.

I wish you and the company success in the future. Thank you for all the support you have provided me during my tenure with the company.

Best regards,

Emily Small