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# Email Resignation Letter Example for Career Growth

Subject: Resignation - [Your Full Name]

Dear [Supervisor's Name],

After thoughtful consideration, I am writing to inform you of my decision to resign from my role as [Your Position] at [Company Name], effective [Resignation Date]. This decision comes as I have been presented with an exciting opportunity that aligns perfectly with my long-term career goals and aspirations.

During my time at [Company Name], I have had the privilege to work with an exceptional team and contribute to projects that have significantly enhanced my professional growth. I am sincerely grateful for the support, mentorship, and camaraderie I have experienced here.

I firmly believe that this new opportunity will allow me to continue developing my skills and expertise, contributing to my personal and professional growth in ways that I am enthusiastic about exploring. It is with mixed emotions that I take this step, as I will deeply miss the wonderful experiences I've had at [Company Name].

In the following weeks, I am committed to ensuring a seamless transition. I will collaborate closely with my colleagues to share insights, complete ongoing projects, and facilitate the transfer of responsibilities.

I want to extend my heartfelt appreciation to you and the entire team at [Company Name]. Your guidance and the positive environment you've created have had a profound impact on my journey here. I look forward to staying connected and to witnessing the continued success of [Company Name].

Thank you for your understanding and support during this time of transition.

Warm regards,

[Your Full Name]

[Your Contact Information]

