
Email Resignation Letter Example to HR

Subject: Resignation Notice - [Your Full Name]

Dear [HR Manager's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date]. I appreciate the opportunities I've had here and the experiences that have contributed to my growth.

I kindly request your guidance on the exit process and any necessary documentation. Please let me know the steps I should follow to ensure a smooth transition.

Thank you for your understanding and support.

Sincerely,

[Your Full Name]

[Your Contact Information]