
Email Resignation Letter Format

Subject: Resignation - [Your Full Name]

Dear [Supervisor's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date, typically two weeks from the date of the email].

I have genuinely appreciated the opportunities and experiences I've gained during my time at [Company Name]. I am grateful for the support and collaboration of my colleagues, which have contributed significantly to my professional growth.

In the coming weeks, I am committed to ensuring a smooth transition. I will work closely with the team to provide any necessary information, training, or assistance to facilitate the seamless continuation of projects and responsibilities.

I extend my gratitude to the entire [Company Name] team for the positive environment and valuable learning experiences. I'm excited to embark on a new chapter in my career, but I will always remember my time here fondly.

If there are any specific steps or procedures you'd like me to follow during this transition, please let me know, and I'll be happy to comply.

Thank you for your understanding, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Full Name]

[Your Contact Information]

