
Email Resignation Letter in Person Example

Subject: Resignation - [Your Full Name]

Dear [Supervisor's Name],

I hope this email finds you well. I wanted to personally let you know that I am resigning from my position as [Your Position] at [Company Name], effective [Resignation Date, typically two weeks from the date of the email].

My time at [Company Name] has been marked by meaningful experiences and growth. I have appreciated working with you and the team.

As I transition out, I am committed to ensuring a smooth handover and assisting in any way I can.

Thank you for your understanding, and I look forward to staying in touch.

Warm regards,

[Your Full Name]

[Your Contact Information]