
Email Resignation Letter

Dear [Supervisor's Name],

I hope this email finds you well. I'm writing to formally announce my resignation from [Company Name], effective [last working day, e.g., March 15, 2023].

While I've enjoyed working here and have gained valuable experience, a recent change in my personal circumstances requires my attention, compelling me to make this tough decision.

I am committed to ensuring a smooth transition, which includes assisting in finding a replacement or training a team member to take over my responsibilities.

Thank you for your understanding, and I appreciate all the opportunities I've had during my time at [Company Name].

Warm regards,

[Your Name]