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# Job Email Resignation Letter Example

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].

It has been a privilege to work with the [Company Name] team. I am grateful for the opportunities and experiences I've had.

In the coming weeks, I am committed to a smooth transition. Please let me know how I can assist during this period.

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

Sincerely,

[Your Full Name]

[Your Contact Information]