
Private Job Email Resignation Letter Example

Subject: Resignation - [Your Full Name]

Dear [Supervisor's Name],

I am writing to announce my resignation from my position as [Your Position] at [Company Name], effective [Resignation Date]. My decision to step down from this role is driven by my earnest pursuit of personal growth and development. I want to express my sincere gratitude for the opportunities I've been provided and the experiences I've gained during my tenure at [Company Name].

Throughout my time here, I've had the privilege to work alongside dedicated colleagues and contribute to the success of our projects. I value the learning and collaboration that have enriched my professional journey. This decision is not without careful consideration, and I believe it is time for me to explore new avenues that align with my aspirations.

In the coming weeks, I am committed to ensuring a seamless transition. I will work closely with my team to provide any necessary information, documentation, or training required to facilitate the continuation of ongoing projects and responsibilities. It's my intention to depart on the most positive note possible, leaving behind a well-organized work environment that supports my colleagues.

I want to extend my heartfelt gratitude to you and the entire team at [Company Name] for your unwavering support and encouragement. The knowledge and experience I've gained here will undoubtedly contribute to my future endeavors. I am eager to take the lessons learned and apply them to new challenges and opportunities ahead.

Thank you again for your understanding. I look forward to staying connected and to witnessing the continued success of [Company Name].

Sincerely,

[Your Full Name]

[Your Contact Information]

