
Professional Email Resignation Letter Example

Subject: Formal Resignation - [Your Full Name]

Dear [Supervisor's Name],

I trust this email finds you well. After careful consideration, I am writing to submit my formal resignation from my role 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 immensely rewarding, and I am grateful for the valuable experiences and growth opportunities I've encountered. It is with a mix of emotions that I take this step, but I believe it is time for me to explore new challenges.

I am committed to ensuring a seamless transition by collaborating with my colleagues and providing all necessary assistance during this period. Please let me know how I can contribute to a smooth handover process.

I extend my deepest appreciation for the support, mentorship, and camaraderie that have enriched my journey here. I am confident that [Company Name] will continue to thrive and excel in the future.

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

Best regards,

[Your Full Name]

[Your Contact Information]

