
Sample 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].

I want to express my deep appreciation for the opportunities and experiences I've gained during my time at [Company Name]. It has been a privilege to contribute to the team's success.

In the coming weeks, I am committed to ensuring a smooth transition. I will work closely with the team to provide any necessary information and support.

I extend my best wishes to the entire [Company Name] community. Thank you for the support and collaboration.

Sincerely,

[Your Full Name]

[Your Contact Information]

