

Professional Resignation Email

Subject Line:

Resignation Notice - John Doe

Salutation:

Dear Mr. Smith,

Introduction:

I hope this message finds you well. I am writing to formally announce my resignation from my position as Marketing Specialist at Global Enterprises, effective two weeks from today, which will be October 28, 2025.

Body:

This decision has come after much consideration, and while it is difficult to leave a fulfilling role and a team that I respect, I believe it is time for a new challenge in my career. I am incredibly grateful for the opportunities I've had to grow professionally and personally while at Global Enterprises. The support from the team and the leadership skills I have developed here will undoubtedly influence my career moving forward.

During the next two weeks, I am committed to ensuring a smooth transition. I will finalize my current projects and assist in transferring responsibilities wherever necessary. Please let me know how else I can help during this transition.

Closing:

Thank you again for the opportunity to be a part of Global Enterprises. I have enjoyed my tenure here and appreciate having had the chance to work with such a talented

team. I look forward to staying in touch, and I am hopeful our paths will cross again in the future.

Signature:

Best regards,

John Doe

Marketing Specialist

johndoe@email.com

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