

# EMAIL RESIGNATION LETTER

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter represents my official notice of resignation from my position of \_\_\_\_\_ with \_\_\_\_\_ be made final on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

It has been with great pleasure to work alongside the individuals at \_\_\_\_\_, and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice period is enough for you to find a replacement. Please let me know of any help I can provide to train or assist the person who will take over my position.

Please also confirm whether a physical letter of resignation is required to supplement this electronic notice.

Sincerely,

\_\_\_\_\_  
Print Name

