
Resignation Letter Email

Subject: Notice of Resignation - [Your Name]

Dear [Your Boss's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Date, typically two weeks from the date of the email].

This decision has not come easily, and it has been a pleasure working with such a talented team. I am incredibly grateful for the experiences and opportunities that I've had during my time here, which will undoubtedly benefit me in my future endeavors.

Please let me know the steps I should follow during my transition and how I can assist in handing over my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]