**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]**