

## Email Resignation

Email Subject Line: \_\_\_\_\_

Dear Mr. Ronald Davis,

I am writing this message to formally notify you that I will be resigning from my position as \_\_\_\_\_ at \_\_\_\_\_. My last day of work will be \_\_\_\_\_.

I would like to thank you for your solid leadership and constant support during the past \_\_\_\_\_. Working for you has been a real pleasure. I wish you, the development team, and everyone else at \_\_\_\_\_ all the best.

Hopefully, my resignation will not cause too much of an inconvenience for you or the company. I have assembled a folder of work notes for my successor to help them quickly integrate themselves into the workflow. If you need my assistance to train a replacement during this transition, I would be more than happy to do so.

You may contact me at \_\_\_\_\_ or \_\_\_\_\_, both of which I have provided below.

\_\_\_\_\_

Signature/Name