

# Resignation Letter Email

**Subject: Resignation - [Your Name]**

**Dear [Employer's Name],**

I hope this message finds you well. After much consideration, I have decided to resign from my position as [Your Position] with [Company Name], effective [Last Working Day, typically two weeks from the date of the email unless otherwise specified in your contract].

This decision was not easy and took a lot of thought and consideration. My time at [Company Name] has been incredibly rewarding and valuable, both professionally and personally. Working under your leadership and alongside our team has provided me with invaluable experiences and skills for which I am truly grateful.

I am committed to ensuring a smooth transition and will do everything in my capacity to hand over my responsibilities effectively. I am also willing to assist in the search for my replacement and train them if needed during my remaining time.

Please let me know how you would like to proceed with the transition. I would like to express my gratitude for the opportunity to work at [Company Name]. I look forward to staying in touch and hope our paths cross again in the future.

Thank you again for the support, guidance, and encouragement you have provided me during my time at [Company Name]. It has been a pleasure working with you and the team.

Best regards,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**