**Resignation Email to HR**

**To:** [HR Representative’s Email]  
[Company Name]  
[Company Address]

**Dear [HR Representative’s Name],**

**Subject:** Notice of Resignation

I am submitting my formal resignation from my position as [Your Position] at [Company Name], effective [Last Working Day]. This decision was not easy, but I believe it is the best step for my career at this time.

I would like to express my gratitude to the HR team for their unwavering support throughout my tenure. The opportunities for growth and learning at [Company Name] have been invaluable.

Please guide me on the necessary exit formalities, including returning company property and processing final documentation. I will ensure that all pending responsibilities are handled before my departure.

Thank you for your assistance, and I appreciate your support during this transition.

**Best regards,**[Your Name]  
[Your Contact Information]