

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]