

RESIGNATION LETTER EMAIL

To: _____
Cc: _____

Subject:

Resignation from Position

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position as [Your Position] at [Company Name]. Please consider this letter as my official notice of resignation, effective immediately upon your acceptance. I have thoroughly considered my decision and believe this is the best course of action for my personal and professional growth.

I want to express my sincere gratitude for the opportunities and experiences I have gained during my time at [Company Name]. I have appreciated the chance to work with a talented team and contribute to the company's goals.

I am committed to assisting in the transition process and will do everything possible to ensure a smooth handover of my responsibilities. Please let me know how I can be of help during this period.

Thank you again for the support and guidance during my tenure. I wish the company continued success in all its future endeavors.

Sincerely,

[Your Full Name]

[Your Position]

Legal Compliance and Acknowledgment

This resignation letter is submitted voluntarily and without coercion. I acknowledge that I have fulfilled all obligations to the company to the best of my ability. I understand that any proprietary information or confidential material obtained during my employment must remain confidential in accordance with applicable laws and any signed agreements. I agree to comply with all company policies regarding the return of company property and the completion of any required exit procedures.

Employee Signature:

Date:

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