

This **email resignation letter sample** includes a thoughtful thank you note and expression of gratitude, providing a professional and courteous way to formally notify an employer of your decision to leave a position. It emphasizes appreciation for the opportunities and experiences gained, fostering positive relationships and maintaining professionalism during the transition period. Using this sample helps ensure clear communication while leaving a lasting positive impression on your employer.

Email Resignation Letter Sample

Subject: Resignation â€“ [Your Name]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of this email]. This was not an easy decision to make, as I have truly valued my time working with you and the entire team.

I would like to sincerely thank you for the support, guidance, and opportunities you have provided me during my tenure here. Working at [Company Name] has been an incredible experience, and I am grateful for the professional and personal growth I have achieved as a result. I particularly appreciate [mention any specific project, responsibility, team, or learning opportunity].

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities and will do my utmost to help train my replacement if needed.

Thank you once again for everything. I will always look back at my time at [Company Name] fondly and hope to stay in touch.

Wishing you and the team continued success.

Sincerely,
[Your Name]