

This sample formal letter for resignation sent via email demonstrates how to professionally communicate your intent to leave a position. It includes a clear statement of resignation, the effective date of departure, expressions of gratitude for the opportunities provided, and offers to assist with the transition. Using this format ensures that your **resignation email** is respectful, courteous, and leaves a positive impression with your employer.

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**Subject:** Resignation â€“ [Your Name]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, e.g., June 30, 2024]. This decision was not made lightly, and I sincerely appreciate the opportunities and experiences I have gained during my time at [Company Name].

I am grateful for the support, guidance, and encouragement you and the team have provided throughout my tenure. I have enjoyed working with you and value the professional growth I have achieved here.

During my notice period, I will do everything possible to ensure a smooth transition. Please let me know if I can assist in training my replacement or passing on my responsibilities.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]

[Your Contact Information]