**Resignation Letter by Email:**

To: (employer email address)

Subject: Resignation Letter for (insert full name) effective (enter date)

Dear Mr/Mrs/Miss/Miss/Dr (insert name),

I wanted to personally inform you of my decision to leave (enter company name) as a (enter position title) effective from (enter date). I would like you to know that my time here at (company name) has given me an amazing experience and it has been a pleasure to work with you.

I would like to show my appreciation for everything that you have done for me whilst at (company name) and that I will truly miss my position and everyone else here.

I would be grateful for any help you can provide me with over the next few (days/weeks/months) and I will reciprocate the help during this transition period. You can expect my formal resignation letter on your desk (soon/in a few days/next week/date).

Thank you for all the support and do not hesitate to contact me for any further information.

Best regards,

(insert full name)