

## How to Write a Resignation Email

Hi Sir,

Please accept this email as a notice of my resignation from my current position as **Consultant in XXX**. I am seeking a career change & as discussed with you before, I have received an offer from a Product based company to serve as a **Development consultant**.

It has been a great pleasure working with **XXX** and my team over the last three years. At **XXX**, I have learned how to be a good team member and how to work independently without supervision. These experiences will be very helpful in my future career. Also, I would like to help with the transition of my duties so that all the six applications on which I was working on, continue to function smoothly after my departure. I am available to help new recruit and train my replacements.

I want to thank you again for the opportunities & support provided to me so far. Also, I request your good self to please acknowledge this letter of resignation & release me on/before **YYYY** so that I can join the new organization on time. I will make sure to complete all the projects in **XXX** by the time of resignation. Please contact me if I can help you with anything in the future regarding my previous job.

Kindly let me know if any questions. I am really very thankful to you for all the support & cooperation.

With best regards,

Bharti Pandita