

Letter of Resignation Email

Dear Mr./Ms. Last Name:

Regretfully, I must submit my immediate resignation for personal reasons.

I have enjoyed my time at **XYZ Corp** and will miss working with you and our team. I'm proud of the work we've done. Thank you for your support and mentorship these past five years.

I know that my leaving so quickly will likely create some difficulties; please accept my sincere apologies and help in the transition. I'm happy to help screen replacement candidates and/or assist in training my replacement via video conferencing.

If you have any questions, please feel free to contact me at my personal email (**email@email.com**) or via phone at **555-555-5555**.

Thank you again.

Sincerely,

Your Name