

Simple Resignation Letter Email

Email Subject Line: Resignation – Your Name

Dear **Mr./Ms. Lastname**,

Please accept this message as my formal resignation from **Company XYZ**. My final day will be **March 15, two weeks from today**. Family circumstances currently require my full time and attention.

Please let me know how I can be of assistance during this transition.

I am so grateful for my five years at this company, and will look back fondly on the support and kindness I received from management and colleagues.

In the future, you can reach me at my personal email (**firstname.lastname@email.com**), or on my cell phone (**555-555-5555**)

Thank you again, and I look forward to staying in touch.

Sincerely,

Your Name