

## Resignation Email Templates

To: [troy\\_iol@hotmail.com](mailto:troy_iol@hotmail.com), [sussie\\_90@yahoo.com](mailto:sussie_90@yahoo.com), [roy\\_walt@hotmail.com](mailto:roy_walt@hotmail.com), [Jacob\\_32@gmail.com](mailto:Jacob_32@gmail.com)

Dear all,

I am writing this letter to inform you about my resignation from the post of junior assistant executive at income tax department of The FLY Company. My last date of employment would be 30<sup>th</sup> of this month.

To all the staff members at FLY, I sincerely want to express my gratitude for being so kind and helpful all through. I truly want to thank all the taxation staff and accounting staff for being so supportive and quick in carrying out everyday tasks. I will surely miss the cleaning staff of FLY, as these were the people I respected the most. To all the senior staff members, thanks for such a kind and encouraging attitude towards me.

I will regret to leave this place and will miss the presence of each and every staff member associated with the company. Thanks a lot for your cooperation.

Sincerely,

Daniel Joseph