

Sample Resignation Email Message

Subject: John Smith Resignation

Dear Mr. Samuels:

I regret to inform you that I will be resigning effective March 15th. I've been offered a position at White and Crown and have decided to accept. I've enjoyed my time here, and I appreciate all that you have done for me. Without this job, I wouldn't have learned so much about management and dealing with employees.

Of course, I'll be happy to help with any transition should you have a replacement hired before I leave. If you have any questions, please let me know and thank you again for the time here. I'm sure we'll see each other at various professional events in the future.

Sincerely,

John Smith

555-555-5555

johnsmith@youreemail.com