**From:** Your name or email address.

**To:** Your supervisor’s name or email address.

**Cc:** HR Department Head or immediate contact.

**Email Subject Line:** Resignation - Your Name

Dear Mr./Ms. [Supervisor's Last Name],

This email is to notify you that I am resigning from my position here as [position title], effective [date].

Thank you for all the opportunities you have provided me over the years. I have enjoyed my time working for this company and have learned so much. I am also grateful for your kindness and encouragement as well as the kindness of my colleagues.

Over the next [period of time], I will complete all my projects and make myself available to train a replacement for my duties. Please let me know if I can do anything to help make this transition easier. In the future, you can always contact me on my non-work email, [email address].

Sincerely,

[Your name].