

EMAIL RESIGNATION LETTER

From: _____
Address: _____
Phone: _____
E-Mail: _____

Date: _____

To: _____
Address: _____
Phone: _____
E-Mail: _____

Dear _____,

This letter represents my official notice of resignation from my position of _____ with _____ be made final on the ____ day of _____, 20__.

Working with [NAME OF ORGANIZATION] has been rewarding, and I appreciate the opportunities and knowledge gained.

I trust the notice period provided will suffice for finding a suitable replacement. Please let me know if I can help with the transition or training of my replacement during the notice period.

Please confirm if a physical resignation letter is required along with this electronic notification.

Thank you for your understanding and cooperation in this matter.

Sincerely,

Signature: _____

Print name: _____