

## **Resignation Email Template**

**Subject Line:** Resignation

Dear Mr./Ms. Last Name,

### **First Paragraph**

Your email should clearly state that you are resigning and state when this resignation will be effective.

### **Middle Paragraph**

The next section of your resignation email can serve to thank your employer for the opportunities you have had during your time in the company. This is an optional section, to be included or omitted at your discretion.

### **Final Paragraph**

In this paragraph, you can close your resignation email by offering to assist with the transition. This paragraph is also optional.

Your Name