**EMAIL RESIGNATION LETTER**

**From:** **[NAME OF SENDER]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Dear [RECIPIENT],

This letter represents my official notice of resignation from my position of [OFFICIAL TITLE] with [NAME OF COMPANY] be made final on the [DAY] day of [MONTH], [YEAR].

It has been with great pleasure to work alongside the individuals at [NAME OF ORGANIZATION], and I will always appreciate the experience and knowledge I gained during my time here.

I hope the notice period is enough for you to find a replacement. Please let me know of any help I can provide to train or assist the person who will take over my position.

Please also confirm whether a physical letter of resignation is required to supplement this electronic notice.

Sincerely,

[NAME OF SENDER]

Print Name