

## E-mail Resignation Letter - 2 – Yourmomhatesthis.com

**Subject Line:** Notice of Resignation - Jane Doe

Dear Ms. Smith,

I am writing to notify you that I am providing two weeks' notice and will be resigning from my position as Customer Service Representative with ABCD Company. My last day of employment will be January 15.

Please let me know if I can provide any assistance with the transition. I would be glad to provide whatever support I can during my remaining time with the company. You can also contact me with any questions on my non-work email, JaneDoe@firstnamelastname.com, or my cell phone, 555-555-5555.

I wish you and the company success in the future. Thank you so much for all the support you have provided me during my tenure with the company.

Best regards,

Jane Doe

<http://www.yourmomhatesthis.com/dos-and-donts-for-a-resignation-letter/>