

{ Email Subject Line: Resignation - Your Name }

Dear { Name of Recipient },

Please accept this message as my formal resignation from Company XYZ. My final day will be March 15, two weeks from today. Family circumstances currently require my full time and attention.

Please let me know how I can be of assistance during this transition.

I am so grateful for my five years at this company, and will look back fondly on the support and kindness I received from management and colleagues.

In the future, you can reach me at my personal email (firstname.lastname@email.com), or on my cell phone (555-555-5555)

Thank you again, and I look forward to staying in touch.

Sincerely,

{ Your Name }

{ Your Title }