

{ Email Subject Line: Resignation - Your Name }

Dear { Name of Recipient },

Please accept this message as notification that I am leaving my position with ABCD Company effective September 15.

I appreciate the opportunities I have been given at ABCD and your professional guidance and support. I wish you and the company the best success in the future.

Please let me know what to expect as far as my final work schedule, accrued vacation leave, and my employee benefits.

If I can be of assistance during this transition, please let me know.

In the future, you can continue to get in touch with me through my non-work email, firstname.lastname@email.com, or my cell phone, 555-555-5555.

Sincerely,

{ Your Name }

{ Your Title }