

{ Email Subject Line: Your Name Resignation }

Dear { Name of Recipient },

I write to inform you that I am resigning from my position here as Associate Editor. My last day will be August 7.

Thank you so much for all of the opportunities this company has provided me. I have learned so much these past three years, and will never forget the kindness of all of my colleagues.

Let me know if there is anything I can do to make this transition easier. You can always contact me at [firstname.lastname@email.com](mailto:firstname.lastname@email.com) or 555-555-5555.

Thank you again for your years of support and encouragement.

Respectfully yours.

{ Your Name }

{ Your Title }