

## Email Resignation Letter

From: Your Name (your email address)

To: (Your employer's name)

Subject: Resignation - Your Name

Dear Mr. /Mrs. (Name)

This email is to notify you that I am resigning from my position as a Customer Service Executive with XYZ Corporation effective Friday, September 30, 2019.

I want to appreciate this company for contributing to my personal and professional development over the past 4 years.

I would be glad to assist with the transition and onboarding of the hire. I also want to appreciate this company for the awesome work environment that was provided.

Thank you again.

Sincerely,

Name.