# Resignation

[Subject Line: Your Name] Resignation

Dear [Mr./Ms. Lastname],

I write to inform you that I am resigning from my position here as [current job title]. My last day will be [expected date to resign]. [optional: Reason for resignation]

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 [your contact email] or [your contact number].

Thank you again for your years of support and encouragement.

Respectfully yours,

[Name]

[Contact Number]

[Contact Email]