

RESIGNATION EMAIL

Dear Manager,

I hope this email finds you well.

It is with mixed emotions that I am writing to formally resign from my position as web designer at xyz Company, 2 dec 2024.

I have recently been offered a new job opportunity that aligns with my long-term career goals, and after careful consideration, I have decided to accept it. While I am excited about the next chapter in my career, I am also deeply grateful for the opportunities, experiences, and mentorship I have received at xyz Company.

Over the next [notice period], I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training my replacement needs.

Thank you for your guidance and support during my tenure at xyz company. I value the relationships I have built here and look forward to staying in touch.

Sincerely,

Janvi .chavda