**Resignation email due to a career change example**

Resignation Effective January 14—Jamie Hernandez

Hello Joaquin,

I am writing to you today to inform you that I am resigning from my position as Marketing Analyst with Travel Lite Inc. My final day will be January 14, 2020. After careful consideration, I have decided to pursue my lifelong dream of working in the education sector.

I am grateful for the opportunities and experiences that working for Travel Lite has provided me. I am sad to leave this position and will remember my time here fondly. You have taught me many beneficial skills that will translate to my new career.

Please let me know how I can help ease this transition. I would be more than happy to assist with finding and training my replacement.

I would also like to inquire about the logistics of my benefits and final paycheck. Can we schedule a meeting to discuss this as well as any other details?

Thank you,

Jamie Hernandez