**RESIGNATION LETTER EMAIL SAMPLE**

[Current Date]

[Manager's Name]

[Manager's Title]

[Company Name]

[Manager's Email]

Dear [Manager's Name] —

This letter expresses my gratitude for the position and the opportunity to work here and submit my formal resignation from the company effective [End Employment Date]. I apologize for the last-minute resignation. Unfortunately, the issue that I am experiencing is quite personal, and it is going to force me to have to place my attention away from work and on a greater challenge. Unless this issue were not extremely personal, I would share more.

I want you to be assured that my health is okay and that I will be fine in the future. Though, for the next few months, I will be fighting a different battle.

Thank you so much for this opportunity.

Sincerely,

[Your Name]