**EMAIL RESIGNATION MESSAGE WITH GRATITUDE**

**Subject:** Resignation - John Doe

Dear Mr. Lee,

I would like first to express my sincerest gratitude for the opportunities that I have been given at Acme Rentals. I consider you a mentor and friend as well as my manager at Acme Rentals, and I hope to continue to stay in touch as I move on to my next professional opportunity. Please accept my respectful resignation. My last day will be June 18, 2021.

During my final weeks, I would be happy to assist in the search for my replacement. If you would like my input, I have a couple of contacts that I can share with you who I believe would be an excellent fit in our department, and who are ready for an opportunity such as is available here.

Again, thank you for the guidance and friendship you have shown me during my tenure at Acme Rentals. I really appreciate how much I have learned here, and I look forward to hearing about your future successes.

Sincerely,

John Doe