**Resignation Email Message Example**

**Email Subject Line**: Your Name Resignation

Dear Mr./Ms. Lastname,

I write to inform you that I am resigning from my position here as Associate Editor. My last day will be August 6, 2021.

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 firstname.lastname@email.com or 555-555-5555.

Thank you again for your years of support and encouragement.

Respectfully yours,

Your Name