**To:** Marks\_david@hotmail.com

**Subject:** Email resignation letter

**Respected** Mr. Marks,

Through this email, I would like to inform you regarding my decision to resign from the job post of a sales analyst from Wins Enterprises Limited. The effective date of my resignation is 1st June 20XX. I would like to take this opportunity to first of all thank you for presenting me with such a valuable opportunity to be a part of your esteemed organisation and contribute towards the sales team.

I have decided to resign from Wins Enterprises Limited because I have some better opportunities waiting for me. As I look forward to advance in my career, I have secured a position of a sales manager at Royals Firm. Upon my resignation, I do not want to miss an opportunity to thank all my co-workers, respected team leader, and the senior members of the company for their continuous support and motivations. I have thoroughly enjoyed working at your company and I would always cherish the time that I have spent here.

I wish Wins Enterprises Limited, all the best for its future endeavours. If I can be of any help to you, please feel free to contact me on 1234567.

Thanking you.

Sincerely,

Alex Marley

Sales Analyst