**Email Resignation Message**

**Subject:** First name Last name Resignation

Dear Mr. /Ms. Supervisor,

Please accept this letter as formal notification of my resignation from Capitol Company. My last day of work will be January 25, 20XX.

I really appreciate the experience and growth opportunities I have gained while working with you; my successor, like me, will be fortunate to be a part of your dynamic and supportive team operations.

If I can help in any way to ease the transition, please let me know. I wish you and [Insert Name of Company] continued success.

Sincerely,

First name Last name  
firstnamelastname@email.com  
555-222-3344