**Resignation Email Message Template**

**Email Subject Line:** Resignation – Your Name

[**Salutation**](https://www.thebalancecareers.com/letter-salutations-and-greetings-2059709)

Dear Mr./Ms. Lastname (or another [form of address](https://www.thebalancecareers.com/how-to-address-a-cover-letter-2060281) your employer prefers)

**First Paragraph**

Begin your email by clearly stating that you are resigning and include the date when your resignation is effective. You might very briefly explain why you are resigning as well. For example, you might state that you are leaving for personal reasons, you are returning to school, or you have decided to change your career path. Don’t go into detail if you have a new job, however.

**Second Paragraph**

This (optional) section of your resignation email message should thank your employer for the opportunities you have had while employed by the company.

**Third Paragraph**

In this section (also optional), offer to assist with the transition. You might offer something specific, such as training a new employee, or offering to be available via email for a week or two after you leave. Otherwise, just provide a general offer to help.

**Closing Paragraph**

Conclude by providing your non-work contact information so that you can stay in touch with your employer after you leave. You can either put this in your final paragraph, or include it in your email signature.

**Closing**

Respectfully yours/Sincerely/Best,

Your Name