**HEARTFELT RESIGNATION LETTER EMAIL**

**Subject**: Your Name – Resignation

Dear Mr. /Ms. Last Name:

I regret to have to let you know that I shall step down from your firm with effect from mm/dd/yyyy. As you know, I was employed on permanent and pensionable terms. As such, I had to retire from employment upon attaining the mandatory retirement age of 65.

However, I have deemed it necessary to step down and take up a new challenge altogether. I must appreciate your support and cooperation all through my time here. Indeed, every moment except when I was late for duty was memorable.

Would you want me to aid with the transition? Kindly let me know. I even have a person in mind who, in my opinion, is more likely able to fit my shoes. I also offer to help whoever you choose to replace settle down in the office.

May I yet again express my sincere gratitude for the opportunity you gave me to work, make money, and enrich my professional expertise.

Sincerely,

Your name