**RESIGNATION EMAIL**

**Subject: Kaleel Humberton—Resignation**

**Dear Mr. Smith,**

**I regret to inform you that I am resigning from my position as communications director for ABC Company. My last day of employment will be November 5, 20XX.**

**Thank you for the support that you have provided me during the last several years. I truly appreciated the opportunity to advance from assistant to manager to the director, along with the chance to hone my marketing and PR skills. I have enjoyed my tenure with the company.**

**If I can be of any assistance during this transition, please let me know. I would be glad to help however I can.**

**Sincerely,**

**Kaleel Humberton**