

A person wearing a dark hoodie and pants is walking away from the camera on a dirt path through a dense forest of tall evergreen trees. Sunlight filters through the trees, creating a hazy, atmospheric effect. The path is covered with fallen leaves and twigs.

WORKLINKER

RESIGNATION EMAILS

Example 1: Resignation Due to New Opportunity

Subject: Resignation Effective [**Last Working Day**]

Dear [**Manager's Name**],

I hope this message finds you well. After careful consideration, I have decided to accept a new opportunity that aligns with my long-term career goals. Therefore, I am submitting my resignation, effective [**Last Working Day**].

I want to express my deepest gratitude for the opportunities and experiences I've gained at [**Company**]. I have enjoyed working with the team and am proud of what we've accomplished together.

Please let me know the steps I should follow to ensure a smooth transition.

Sincerely,

[**Your Name**]



Example 2: Resignation Due to Personal Reasons

Subject: Resignation Notice - **[Your Name]**

Dear **[Manager's Name]**,

It is with a heavy heart that I submit my resignation from **[Company]**, effective **[Last Working Day]**. Due to personal reasons, I am unable to continue my responsibilities and commitments to the role.

I have enjoyed my time here and will miss the team. I am committed to assisting in a smooth transition, including helping to find a replacement or training team members to take over my responsibilities.

Thank you for the opportunity to be a part of **[Company]**.

Best regards,

[Your Name]



Example 3: Resignation with Immediate Effect

Subject: Immediate Resignation - [Your Name]

Dear [Manager's Name],

Due to unforeseen circumstances, I am unable to continue my employment with [Company], effective immediately. I understand the challenges my immediate departure may cause and am willing to assist remotely in the transition process.

I appreciate the opportunities I've had here and wish the team all the best going forward.

Sincerely,

[Your Name]



Example 4: Resignation from Remote Position

Subject: Resignation from Remote Position - [Your Name]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Company], effective [Last Working Day]. Working in this remote role has been a rewarding experience, and I am grateful for the opportunities to grow both personally and professionally.

I am committed to ensuring a seamless transition, which includes assisting in finding a replacement or reallocating my responsibilities.

Thank you for the opportunity to work with [Company].

Best wishes,

[Your Name]



Example 5: Resignation Due to Relocation

Subject: Resignation Notice - Relocation

Dear **[Manager's Name]**,

I am writing to inform you that I am resigning from my position at **[Company]**, effective **[Last Working Day]**, due to my upcoming relocation.

I have enjoyed my time at **[Company]** and am grateful for the opportunities to work with such an amazing team. I will do my utmost to wrap up my duties and assist in the transition process. Thank you for the wonderful experience.

Sincerely,

[Your Name]

