Resignation email format

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Resignation - [Your Name], [Designation]

Dear [Manager's Name],

Following our conversation today, I am resigning from my role as [Designation] at [Company Name]. My last working day will be [Last Working Day], as per the notice terms in my appointment letter.

I have attached a signed copy of my resignation letter for the records. Over the coming weeks I will write up the status of my projects, share access details for my files, and sit with whoever you nominate to take them over.

Please let me know if HR needs anything else from me for the exit process.

Thank you for your support and for the opportunities I have had here.

Regards,
[Your Name]
[Employee ID] | [Phone]

CC: [HR Contact Name]