

Resigning from a job is a significant step in one's career, and it's important to handle it professionally. A well-crafted resignation email not only communicates your intentions clearly but also helps maintain positive relationships with your soon-to-be former employer and colleagues. Below are several templates for resignation emails that cater to a variety of scenarios. Each template provides a respectful and clear format for communicating your resignation.

## **Template 1: Standard Professional Resignation**

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date of the email].

I have greatly valued the opportunities I have had here and the professional relationships I've developed. My time at [Company Name] has been a significant part of my career journey, and I am grateful for the experiences and knowledge gained.

During my remaining time, I am committed to ensuring a smooth transition. I will complete my current projects and assist in passing over my responsibilities to [a colleague or replacement, if applicable].

Thank you for the support and opportunities you have provided me during my time at [Company Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,  
[Your Name]

## Template 2: Short-Notice Resignation

Subject: Immediate Resignation - [Your Name]

Dear [Manager's Name],

I regret to inform you that due to [reason for immediate resignation, e.g., personal circumstances, health issues], I am compelled to resign from my position as [Your Position] with immediate effect. I understand the challenges my sudden departure may cause and for that, I sincerely apologize.

I have appreciated the opportunities and experiences I have gained at [Company Name] and regret that I must leave under these circumstances.

Please let me know how I can assist in the transition process during my final days. Thank you for your understanding and support during this time.

Best regards,  
[Your Name]

## Template 3: Resignation with Thankfulness

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Last Working Day].

I want to express my deepest gratitude for the opportunities to grow and contribute that I have experienced here. Working under your leadership and alongside the team has been a highlight of my career.

As I move on to the next chapter in my career, I carry with me the valuable lessons and fond memories from my time at [Company Name]. I am committed to making the transition period as smooth as possible and will ensure all my responsibilities are completed or handed over appropriately.

Thank you once again for an incredible journey. I hope to keep in touch and wish everyone at [Company Name] continued success.

Warm regards,  
[Your Name]

## **Template 4: Resignation with Suggestion for Replacement**

Subject: Resignation and Suggestion for Replacement - [Your Name]

Dear [Manager's Name],

I am writing to inform you of my resignation from the position of [Your Position] at [Company Name], effective [Last Working Day].

My time at [Company Name] has been thoroughly rewarding, and I am grateful for the opportunities and experiences that have been afforded to me.

In the interest of a smooth transition, I would like to suggest [Colleague's Name] as a potential replacement for my role. [Colleague's Name] has shown [mention specific skills or achievements] and I believe they are well-equipped to take on these responsibilities.

I will do everything in my capacity to ensure a seamless handover and am available to provide any necessary training or assistance during the transition.

Thank you for the opportunities and mentorship during my tenure. I hope to remain in contact and wish [Company Name] every success in the future.

Best regards,  
[Your Name]

## **Template 5: Formal Resignation for Retirement**

Subject: Resignation Due to Retirement - [Your Name]  
Dear [Manager's Name],

I am writing to formally announce my retirement and thus my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day].

The years I have spent at [Company Name] have been some of the most rewarding and fulfilling of my professional career. I am deeply thankful for the opportunities for personal and professional growth that I have been given.

As I transition into retirement, I am more than willing to assist in any way to ensure a smooth handover of my responsibilities. I am also open to discussing part-time or consultancy work during this transition period if that would be helpful.

Thank you for the support and camaraderie I have enjoyed at [Company Name]. I look forward to keeping in touch with you and my colleagues here.

Sincerely,  
[Your Name]

These templates can be tailored to fit your specific circumstances and the tone of communication typical in your workplace. Remember, a resignation email is not just a

notification of departure, but also a tool to maintain good relationships with those you've worked with.