

## Polite resignation Email

To- [ Concerned Email ID]

Subject: Resignation from the post of Content Manager

Dear Sir/Madam,

I am sending this email with respect to my resignation as a Content Manager, the post which I happily held for the last 2 years. The organization has been like a home to me but these circumstances are forcing me to send this email to you. I enjoyed a lot working here and learned a lot from my seniors as well as my juniors. I would like to express my gratitude for giving me chance to work for this company's growth and prosperity and I have sent this letter as per my Employment Agreement which requires me to give you a 2-week notice. Please let me know if I can be of any help to you in passing on my assignments to my successor and train him for the role.

Thank You.

Yours sincerely,  
[Your Details]

