

# Resignation Email Announcement

To- [ Concerned Email ID]

Subject: Resignation from the position of Finance Executive.

Dear Sir,

Through this email, I would like to announce my resignation from the post of Finance Executive which I held for the past 2 years. These 2 years have been a wonderful and fruitful journey for me as it helped me to nurture myself and achieve a lot for the organisation. I would express my gratitude to the team management for giving me the chance to serve this organisation.

This decision has been taken after giving much thought to it and I have decided to move forward by going for a better offer from somewhere else. I am sending this email by abiding by the employment agreement which requires me to send this email within the 2-week notice period.

Please let me know if I can be of any help to you in passing on my assignments to my successor and train the person on how to go about it.

Thank You.

Yours sincerely,

[Your Details]

