

Resignation Email with Notice Period

To- [Concerned Email ID]

Subject: Resignation from the post of Content Manager.

Dear Sir,

I would like to announce my resignation through his email from the post of Content Manager which I had held for the past 3 years. The organization taught me a lot to deal with my clients and to learn the very nuances of my department. It will help me in my journey towards achieving more in my field.

This decision has been taken by me after giving much thought to it and after assessing the current situation, I have decided to accept 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]

