**Subject line: Resignation – [your full name] – [job title]**

Dear [employer’s name],

Please accept this email as formal notification of my resignation from [job title] at [company name]. Per the terms of my contract, my final working day will be [date].

I want to thank you and everyone on the team for the trust and opportunities given to me over the last [number of years]. Working with you has been a rewarding experience that has equipped me with valuable skills that I know will prove useful down the line.

During my last few weeks at [company name], I will do everything I can to wrap up my current projects and train any new team member to take over my responsibilities.

If you have any questions regarding my decision, please don’t hesitate to contact me at [personal email address/phone number].

I wish you and everyone at [company name] the very best going forward.

Sincerely,

[your name]