

What is a resignation letter email?

Are you moving forward in your career, switching industries, or stepping away for another reason entirely? Whatever you have on the horizon, if you're planning on leaving your job, you'll need to give your employer a resignation letter.

A [resignation letter](#) is a formal letter to an employer to officially announce you are leaving your position. This letter will include a few key pieces of information, including:

- your official role,
- the amount of [notice](#) you're providing,
- the effective date of your resignation, and
- optionally, a brief thank you for the opportunities and experiences you gained.

Writing a well-crafted resignation email isn't just a formality of moving on from a job. It's an opportunity to [leave on positive terms](#) and maintain a professional relationship with your previous employer. You never know how your paths might cross again in the future, and you may want to use them as a [résumé reference](#).

In this guide, we'll cover how to write a resignation letter, complete with templates and tips to help get you started.

How to write a resignation email

A good resignation letter can mean the difference between leaving your employer on friendly terms and damaging the professional relationship. Connections in the workplace can [take you far](#), so it's recommended to keep things polite and not [burn any bridges](#) when you resign. Here are a few elements you should include in your resignation email or letter:

- **Resignation email subject line.** If you're sending your official resignation letter by email, it's important to include a resignation email subject line that makes it easy for your manager to find in their inbox. You can use

something as simple as *Notice of Resignation from [your name]* or *Formal Resignation Letter: [your name]*.

- **Salutation.** Begin your resignation letter with a proper greeting. Make sure to address your supervisor or manager by name.
- **Your intention to resign.** Clearly state that the purpose of the email and letter is to announce your resignation. Put this statement in the opening paragraph of your resignation letter – don't bury it at the bottom or in the middle of a paragraph.
- **The date you submit your resignation.** Your resignation letter should be dated to the day you hand it in.
- **Your final day of work.** Best practice is to state exactly how much notice you're providing your employer with. To make things as clear as possible, include the date of your final day, which should ideally be no sooner than [two weeks](#) from the day you send your resignation letter.
- **A reason for leaving (optional).** While it's not necessary to include a reason for your departure in your resignation letter, you might want to provide a brief explanation to explain your decision. If you do decide to include a reason for leaving, keep it short and positive.
- **An offer to assist.** It's a gesture of goodwill to offer to help with the transition as you move out of your role. Helping to train your replacement and compiling handover notes are two things you can do to make the changeover as smooth as possible.
- **Say thank you.** It's polite to thank your employer for the opportunities you've been provided while in your position. Express your appreciation for your colleagues and team.
- **Professional closing:** end the email with a professional sign-off, like *Sincerely* or *Best regards*, followed by your full name and contact details if you haven't included them earlier in your resignation letter. If you have a digital signature handy, insert it into your letter beneath your name.

When you're done, proofread your letter. The last thing you want is to submit a resignation letter that has the wrong date or incorrect details about your departure. Be sure to proofread and edit your letter so that it's free from typos and grammatical errors [before you hit send](#). Your resignation letter shouldn't be any longer than one page, so if it's too wordy, make sure you edit it down.

Delivering your resignation letter

Writing a well-considered resignation letter is the first step – the delivery of your letter is just as important as the content itself.

Rather than emailing your resignation directly to your supervisor or manager, it's often

best to break the news to them in person first. That way they're not caught off guard when you hand your resignation letter in. It can be a good idea to arrange an in-person meeting with your supervisor to let them know you intend to resign. If you work remotely, you might want to set up a video conference or phone call instead to break the news.

Once you've let your supervisor know, it's time to send them the formal resignation letter so that they have an official record of your resignation in writing. If you work onsite, you might want to print out a hard copy of your letter and hand it to your supervisor or manager in person, then email a digital copy to them as soon as possible afterwards. Many employers will need a digital copy of your resignation letter regardless of whether you work remotely or onsite.

Resignation email template

There are different types of resignation letters you can write, depending on the reason for your departure. With this in mind, it's important to make sure you keep the details relevant to your circumstances when writing your own letter.

Here are two examples of a resignation email sample that you can use to write your own resignation letter. Just be sure to [update the templates](#) with your details and tailor the content to suit your needs.

Short resignation letter template

[Your name]

[Email address]

[Date]

[Supervisor's name]

[Job title]

[Company name]

Dear [supervisor's name],

I am writing to formally resign from my position as [position title] at [company name], effective [last working day, typically two weeks from the date of the letter]. I am grateful for the experiences I have had during my time at [company name]. It has been a pleasure working with you and the team.

Please let me know if there's anything you need me to provide or help with between now and my final day.

Best regards,

[Your name]

Long resignation letter template

[Your name]

[Email address]

[Date]

[Supervisor's name]

[Job title]

[Company name]

Dear [supervisor'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, typically two weeks from the date of the letter]. This decision comes after careful consideration and reflection on my career goals and personal [aspirations](#).

I want to express my gratitude for the opportunities for professional and personal development that [company name] has provided me during my time here. I have enjoyed working with the team and appreciate the support and mentorship I have received.

I am committed to making the transition as smooth as possible. Over the next two weeks, I am happy to assist in training a replacement and providing any necessary documentation to ensure a seamless handover of responsibilities.

I have valued my time at [company name] and am thankful for the experiences and skills I have gained. I look forward to staying in touch and witnessing the

continued success of [organisation name].

Thank you again for your support and understanding. I wish you and the [company name] team all the very best for the future.

Sincerely,

[Your name]

Tips on writing a resignation email

Even with the help of a template, writing a resignation letter can be tricky. Here are some tips to help you write a thoughtful resignation letter.

Be clear and concise

When it comes to writing a resignation email, it can be easy to get carried away with how you're feeling and for you to get sidetracked in your messaging. Instead, it's best to keep your resignation email clear and concise.

Start with a short subject line that states that the email contains a resignation letter. In the opening paragraph, it's important to include a clear statement that details your intention to resign from your position, the notice you're providing and your final day of work. That way there can be no confusion.

If you'd like to, you can offer a reason for your resignation, but be sure to keep it brief. There's no need to go into unnecessary details. You don't have to share your reason for leaving if you'd prefer not to.

Keep it professional

While it can be tempting to include complaints or criticisms in resignation letter, you'll be far better off keeping your resignation professional. Don't include passive-aggressive comments about your colleagues or the company, and don't use language that frames your resignation in a negative light. Instead, use your resignation as an opportunity to [maintain positive relationships](#) with your employer and preserve your professional reputation. Maintain a polite tone throughout the email and avoid unnecessary details about why you're leaving, especially if it's for negative reasons.

Offer to help with the transition

Resigning from your position can put extra strain on your teammates, so you might want to consider offering to help with a transition plan. It's good professional etiquette to tie up your existing projects and provide detailed handover notes, so your colleagues can take over from you when you go. Alternatively, you can offer to help train your replacement or even suggest another employee in the organisation who would be a good fit for your role, if they're happy to step into your position. Offering assistance shows good [personal qualities](#) and puts you in a positive light if you've [asked your supervisor for a reference](#).

Keep your reasons for leaving vague

If you feel comfortable doing so, you might want to provide a short explanation for your decision to resign, although it's not a requirement when writing a resignation letter. There's no need to go into specifics, so if you do give a reason, keep it short and sweet. Be diplomatic and focus on positive aspects or personal growth rather than criticisms. *Pursuing an opportunity elsewhere, relocating, resuming studies* — there are plenty of general reasons for resigning from a job that don't go into detail.

Address resignation email to immediate supervisor

Your resignation letter should be addressed to the right person, whether that's your manager, supervisor or an HR representative. You might even want to personalise your resignation letter more by taking the time to briefly reflect on your individual experiences and relationship with your supervisor and colleagues.

Before you hit send on your resignation email, it's always best to let your manager know of your intentions to resign. Whether you set up a face-to-face meeting, a video conference or a phone call, don't catch them off guard by sending a resignation email with no prior warning. Take the time to let them know in advance, so they can start preparing for your departure.

Be prepared for a counter offer

If you've been a valuable contributor to the team, it's not uncommon for your organisation to send you a counter offer, especially if you're planning on stepping into a

similar role with a different company. With this in mind, it can be worth anticipating potential counter offers and considering how you plan on responding.

In some instances, it could be worth evaluating a [counter offer](#). A counter offer could be a great way to progress your career without having to leave your current workplace – it could even lead to a better compensation package.

There's no harm in taking some time to consider the offer and the potential advantages and disadvantages that come with accepting it. Just be sure to let your employer know of your final decision once you've spent some time evaluating your options.

Follow company procedures

Some organisations have specific policies and procedures in place when it comes to handing in your resignation. If you're unfamiliar with your company's protocols, it can be worth checking your employment contract and company handbook for any guidelines they have for resignations.

Writing a professional resignation letter is essential for leaving your workplace on good terms. It's important to focus on the core details and avoid getting caught up in irrelevant information. No matter how you're feeling, it's essential to remain polite and respectful from the moment you announce your resignation to your final day on the job. Reflect on the positive experiences you've had during your time at the company and use these experiences to help you write a positive resignation letter that frames you in the best possible light.

FAQs

How do I write a simple resignation email?

The key to writing a simple resignation email is to stick to the key details and clearly communicate your decision to resign.

You'll want to include a:

- subject line,
- personalised greeting to the recipient,
- clear statement of your intention to resign,
- brief thank you,
- offer to help,

- professional closing, and
- your name.

How do you politely write a resignation email?

Writing a polite resignation email is essential for maintaining a positive and professional relationship with your previous employer and colleagues. When it comes to crafting a polite resignation email, it's important to maintain a positive tone and avoid using negative or emotional language about your colleagues or the company. Take the time to express your gratitude for the opportunities given during your time in your role and show your appreciation for your workmates. Finish by wishing the company well for the future.

How do you resign gracefully in an email?

When it comes to [resigning gracefully](#), you'll want to express your appreciation, maintain professionalism and offer help with the transition. Be sure to provide your employer with enough notice of your resignation, so they have time to make arrangements for your departure.

There may be instances where your boss doesn't take the news well, but it's important to remain polite and professional in all interactions once handing in your resignation.