**Email Subject Line:** Resignation - Your Name

Dear Mr./Ms. Last Name:

Please accept this message as notification that I am leaving my position with (Company Name) effective (Date).

I appreciate the opportunities I have been given at (Company Name) and your professional guidance and support. I wish you and the company success in the future.

Please let me know what to expect as far as my final work schedule, accrued vacation leave and my employee benefits.

If I can be of assistance during this transition, please let me know.

Your Name