

Resignation Email Template

[Today's date]

Dear [name of manager],

Please accept this as notice of my resignation from the position of [your job title] at [business or organisation name].

Since my notice period is [X weeks/months], I believe my last day will be [date]. Please let me know if that is incorrect.

[Optional] Please let me know how much accrued holiday and pay I am owed.

[Optional – adapt this for your personal circumstances and relationship]

Thank you for the support you have given me during my time at [business or organisation name].

Please let me know if there is anything you need from me before I leave.

Yours sincerely,
[Your name]