

Resignation email templates

Subject lines

- ☐ Resignation — [Your name]
- ☐ Notice of resignation — [Your name], [Job title]

Short email

Dear [Manager],
Please accept this email as notice of my resignation from my role as [job title]. My last working day will be [date].
Thank you for your support; I will make sure my work is handed over smoothly.
Best regards,
[Name]