

RESIGNATION NOTICE

A polite resignation email is crucial for maintaining professionalism and ensuring you leave on good terms. It helps preserve valuable relationships, facilitates a smooth transition, and ensures you maintain a positive reputation, which could be beneficial for future networking or job opportunities.

EMAIL SUBJECT: Letter of Resignation - Effective Last Day Month 1, 20xx
TO: [Manager or Supervisor]
CC: Human Resources
FROM: First Last Name

Dear [Manager Name],

I am writing to formally resign from my position as Administrative Assistant at the City of Bremerton. My last working day will be Month 1, 20xx, which will provide time to complete any ongoing projects and assist in transitioning my responsibilities to my replacement.

Please feel free to reach out if you have any questions regarding my work or if I can assist during the transition. I hope the process goes smoothly for all involved.

My time with the City of Bremerton has been both rewarding and enriching. I am grateful for the opportunity to contribute to such a great organization, and I wish you and the organization continued success.

Sincerely,

First Last Name

EMAIL SUBJECT: Letter of Resignation - Effective Last Day Month 1, 20xx
TO: [Manager or Supervisor]
CC: Human Resources
FROM: First Last Name

Dear [Manager Name],

I hope this message finds you well. After careful consideration, I've decided to submit my resignation from my position as [Your Position] at [Company Name], with my last working day being [Last Working Day, typically two weeks from the date of the letter].

This was not an easy decision to make, as I've genuinely appreciated the opportunity to work with such a talented and supportive team. The experiences and knowledge I've gained here have been invaluable, and I am grateful for the guidance and opportunities I've received during my time at [Company Name].

Please know that I am committed to making this transition as smooth as possible. I'm more than willing to assist in training a replacement, handing over my responsibilities, or providing any other support that might be needed during this period.

Thank you once again for the trust and support you've shown me. I've truly enjoyed being a part of the [Company Name] family, and I hope to stay in touch as I move forward in my career.

Wishing you and the entire team continued success.

Sincerely,

First Last Name