

Resignation Email

To- [Email ID of the concerned person]

Subject: Resignation from the post of Content Manager due to a personal reason.

Dear Sir,

With great regret, I hereby state that I'm resigning from the post of Content Manager, a post which I happily held for 4 years. I will always cherish the time working here as it made me learn professional values.

After a lot of thought and assessment of the current situation, I arrived at this decision. My family issues are pushing me to resign from the company. I hope you'll understand. Abiding by the company's policy of serving a 2-week notice, I'm sending this email. Also, if you need any help in the transition process please let me know.

Thank You.

Yours sincerely,
[Your Details]