

Resignation Email

To- [Email ID of the concerned person]

Subject: Resignation from the post of Senior Associate.

Dear Sir,

I am sending you this email to inform you that I'm resigning from the post of Senior Associate which I had been serving for 3 years. Working with the team, I've learned a lot of things like how to deal with clients and all the little details that my job included. This knowledge shall remain with me forever.

After a great deal of thought, I arrived at this decision. I have accepted an offer from a prestigious organization that is offering me a good pay scale. As per the company's policy, I will serve a 2-week notice. hence writing you an email.

I would like to assist you in the transition process. Please let me know if I can be of any help.

Thank You.

Yours sincerely,
[Your Details]