

# Resignation Email

To- [ Email ID of the concerned person ]

Subject: Resignation from the post of Sales Executive.

Dear Sir,

With a heavy heart, I would like you to consider this as my resignation email from the post of Sales Executive. I had been serving the organization for 3 years and I must say I have achieved a lot in such a short span of time. Working under pressure has exposed me to my true potential. This will definitely help to advance my career.

After a lot of thought and assessment of the current situation, I arrived at this decision. My Employment Agreement requires me to give a 2-week prior notice thus, writing this 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]