

Resignation Email

To- [Email ID of the concerned person]

Subject: Resignation from the position of Operation Executive.

Dear Sir,

With a heavy heart, I would like to announce my resignation from the post of Operation Executive which I had been serving for 3 years. There is no denying that working has instilled corporate values in me. I'm grateful to you for giving me chance to work here and meet my capabilities.

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]