



From: Your Name (your email address)

To: Angela Jones

Subject: Resignation - Your Name

Dear Ms Jones

This email is to notify you that I am resigning my position as Sales Coordinator with XYZ Corporation effective Friday, September 14, 2018. My last day of employment will be Friday, September 28, 2018. This includes the required two weeks notice period.

I have enjoyed working here very much and I want to thank you and the whole sales team for all the support and encouragement you have always given me. In order to achieve my long term career goals I have accepted a higher level sales position with another company. Please know that I am available to help in any way that will make my departure as easy as possible for the company.

Again, it has been a pleasure working as a part of your department and I want to wish everyone at XYZ the best of luck for the future.