

Professional Job Resignation Letter Email Format

About this Sample Template: Here, an employee designated to any Assistant Manager or Manager Position willing to resign but do not want to serve the notice period can use the below template. Important to note that written content of this email letter is information employer for the resignation and also thank giving for the opportunity provided and expressing gratitude for all the learning from the work, management and peers. Here an employee also making request for getting relieved from the services of the company without serving the notice period. This letter is just for example only.

Use personal or official email ID & Compose a New email message
Manager / Receiver's Official Email Address :
Email Subject : Resignation

Date: _____

To,

(Manager's

Name)

Organization

Name

Address,

City

State

Pin

code

Dear Sir/Madam,

This is to inform you that because of some emerging conditions and unavoidable circumstance, I would not be able to continue my job therefore; I have decided to resign from my current job and position of Assistant Manager. My last day or working with (Company Name) will be 19th August 2019.

As mentioned that all this happening because of some uneven incidents in my personal life and to address and manage this all I would request you to please waive off my notice period of one month and relieve me by the date mentioned above.

This is a very emotional decision at my end and I would miss working with such a wonderful team. I tender my sincere thanks to the Management, seniors and my colleagues for their extraordinary support, guidance and the learning provided to me during my tenure.

Thanks & Regards

Employee Name & Designation