

Dear [Your Boss' Name],

Please accept this email as my formal resignation from my position as [Your Job Title] with [Company Name], effective today, [the date you're sending this email]. My last day will be [date of last day - depends on your notice period].

I'm truly grateful for the opportunity to work with you [and your team / colleagues] at [Company Name] over the past [how long you've been in the role]. I've very much enjoyed [share what you like about working with your boss and team, and your work].

Thank you for your guidance on [some job responsibilities] and trusting me with [other job responsibilities]. I deeply appreciate these opportunities, and I've learned [a few specific things you've learned at work], which I will take with me through the rest of my career.

I'll do my best to complete [ongoing duties / projects], and hand over my duties to [person / team] before my departure. Please let me know if there is anything else I can do to ensure a smooth transition.

Do keep in touch. I hope we cross paths again in the future, and I wish you and the company all the best.

Sincerely,
[Your Name]