

Leaving Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, after careful thought, I believe it is in my best interest to move on to new opportunities.

I am grateful for the opportunities I've had during my time at [Company Name], especially working with an exceptional team and under your guidance. I appreciate your support throughout my tenure here.

I will ensure a smooth transition and will complete my ongoing projects before my departure. Please let me know how I can assist during this transition.

Thank you once again for the chance to be a part of [Company Name]. I hope to stay in touch, and I look forward to the possibility of crossing paths again in the future.

Sincerely,

[Your Name]