

Conditional Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision has not come easily, and I am deeply grateful for the opportunities I have had at [Company Name]. I have learned and grown so much during my time here, thanks to the support of my colleagues and the leadership.

However, I believe that it's time for me to pursue new challenges and explore opportunities that align with my long-term career goals. I would like to express that my resignation is conditional; should a suitable opportunity arise within [Company Name] that aligns with my career aspirations, I would be open to discussing potential roles or projects.

I am committed to ensuring a smooth transition and will do my utmost to hand over my responsibilities effectively during my notice period. I hope to maintain a positive relationship moving forward, and I look forward to staying in touch.

Thank you once again for your understanding and support. I hope to keep the lines of communication open for future opportunities.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]