

Resignation Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of an exciting opportunity for career advancement that I cannot pass up.

I want to express my gratitude for the support and opportunities I've received during my time at [Company's Name]. I've enjoyed working with you and the team and will cherish the experiences I've gained here.

Please let me know how I can assist during the transition and I hope to stay in touch in the future.

Thank you once again for everything.

Sincerely,

[Your Name]