

Media Resignation Announcement

Dear [Manager's Name],

I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

This decision was not easy and took a lot of consideration, but I have accepted another opportunity that I believe aligns better with my professional goals.

I am committed to ensuring a smooth transition and will do everything I can during my notice period to wrap up my duties and assist in the handover process.

Thank you for the support and opportunities for growth that you have provided me during my time at [Company Name]. I appreciate the chance to work with a talented team and will cherish my experiences here.

Wishing you and the company continued success.

Sincerely,
[Your Name]
[Your Position]