

Resignation Letter with Notice Period (For Better Opportunity)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day, e.g., June 30, 2024], in accordance with my notice period as per company policy.

This decision was not easy and took thoughtful consideration. I have recently been offered an opportunity that aligns closely with my long-term career goals and professional growth. While I am excited to pursue this new challenge, I truly appreciate the invaluable experiences and support I have received during my time at [Company Name].

I am committed to ensuring a smooth transition over the next [notice period, e.g., two weeks] and will do everything possible to complete outstanding tasks and assist in the handover process. Please let me know if there is anything specific I can do to make this transition as seamless as possible.

Thank you again for the opportunities for personal and professional development that you have provided me. I am genuinely grateful for having been a part of [Company Name], and I hope to maintain our positive relationship in the future.

Sincerely,
[Your Name]