

Short Resignation Letter Example for Better Employment Opportunity

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Today's Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], with my last working day being [Last Working Day, typically two weeks from today's date].

I have recently been offered an opportunity that aligns with my long-term career goals, and after careful consideration, I have decided to pursue this new direction. I appreciate the support and opportunities I have received during my time here and am committed to helping ensure a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]