

Minimalist Resignation Letter Sample

Use this concise resignation letter template when resigning to pursue a better opportunity.

[Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above].

This decision was not easy, but I have accepted a new opportunity that aligns with my career goals. I appreciate the support and opportunities I've received during my time here.

I will do my best to ensure a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]