

Straightforward Resignation Letter for Moving to a Better Opportunity

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[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 as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

This was not an easy decision, as I have truly valued my experience with [Company Name] and appreciate the opportunities I have been given to develop professionally and personally. However, I have accepted a new position that will allow me to further my career and explore new challenges.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my current responsibilities and assist in transferring my duties as needed during my notice period.

Thank you again for your support and guidance during my time here. I wish the company continued success in the future.

Sincerely,

[Your Name]