

Two Weeks Notice Resignation Letter for Better Job Opportunity

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Company Name], effective two weeks from today. My last working day will be [Last Working Day, e.g., June 30, 2024].

This decision was reached after careful consideration, as I have been offered an opportunity that aligns more closely with my long-term career goals and professional growth. I am grateful for the experiences, skills, and support I have gained during my time at [Company Name]. I appreciate the guidance and encouragement from you and the entire team.

I am committed to ensuring a smooth transition and will do everything possible over the next two weeks to complete my current tasks and assist in training a replacement if needed.

Thank you for the opportunities and support throughout my tenure. I hope to maintain a positive relationship moving forward and look forward to staying in touch.

Sincerely,

[Your Name]