

Simple Resignation Letter Template for New 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].

I have greatly appreciated the opportunities and experiences I have gained during my time here. Thank you for your support and guidance, as well as the positive and rewarding work environment.

I have decided to pursue a new opportunity that aligns with my career goals. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist during the notice period.

Thank you again for the invaluable experience and support. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]