

## Two Weeks Notice Resignation Letter Template (for 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 Job Title] at [Company Name], effective two weeks from today. My last working day will be [Last Working Day, two weeks from the date above].

This decision was not easy and took careful consideration. However, I have accepted a new opportunity that will allow for further growth in my career. I am genuinely grateful for the support, guidance, and opportunities I have received during my time here. Working at [Company Name] has been a valuable experience, and I appreciate the encouragement and camaraderie of my colleagues.

During the next two weeks, I am committed to ensuring a smooth transition. Please let me know how I can support the process and make the handover as seamless as possible.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]