

Resignation Letter with Two Weeks Notice Template (Better Job 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, with my final working day being [Last Working Day, two weeks from date].

This was not an easy decision, as I have greatly appreciated my time at [Company Name] and the opportunities I have been given to grow both personally and professionally. However, after careful consideration, I have accepted a new job offer that aligns closely with my long-term career goals.

I am committed to ensuring a smooth transition during my notice period. I will do everything possible to complete outstanding work and assist in transferring my responsibilities to whoever will be taking over my role.

Thank you for your guidance, support, and encouragement during my time here. I am truly grateful for the experiences I have had and the relationships I have built. I wish the company continued success and hope to stay in touch in the future.

Sincerely,
[Your Name]