

Notice Letter for Leaving Job for Better Career Prospects

[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 the date above]. This decision has not been easy and comes after careful consideration of my long-term career goals and aspirations.

My time at [Company Name] has been immensely valuable, and I sincerely appreciate the opportunities and experiences that I have gained while being part of the team. I am truly grateful for your support and encouragement throughout my tenure here.

I have decided to pursue a new career opportunity that aligns closely with my professional development goals. Please be assured that I am committed to ensuring a smooth transition. I am willing to assist in the training of my replacement and complete all outstanding work before my departure.

Thank you once again for the guidance and collaborative atmosphere during my time here. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]