

Letter of Resignation with Notice Period

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally announce my resignation from my position as [Your Position] at **[Company Name]**, effective **[Date]**, which includes the [length of notice period, e.g., two weeks] notice period as per company policy. This decision was not made lightly, and after much consideration, I have decided to pursue an opportunity that aligns more closely with my long-term career goals.

I am incredibly grateful for the opportunities for growth and development that you have provided me during my time at **[Company Name]**. Working under your leadership and being part of the [Department/Team] has been a highly rewarding experience, and I have learned a great deal that I will carry with me throughout my career.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. I am more than willing to assist in training my successor and will make sure that all my projects are up to date before my departure.

Please let me know how I can further assist in making this transition as smooth as possible for the team. I hope to maintain a positive relationship moving forward, and I look forward to the possibility of our paths crossing again in the future.

Thank you once again for the opportunity to work at **[Company Name]**. I appreciate the support and guidance you have provided me during my tenure, and I wish you and the company all the best.

Sincerely,

[Your Name]