

Notice Letter for Job

Julie Morgan
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[Date]

Mr. John Doe
Human Resources Manager
ABC Corporation
456 Oak Avenue
Cityville, State, 54321

Dear Mr. Doe,

I am writing to formally announce my resignation from my position as Senior Marketing Specialist at ABC Corporation, effective two weeks from today, [insert last working day, e.g., October 15, 2024]. This decision was not easy and took a lot of consideration. However, after assessing my career goals and personal needs, I have decided to pursue other opportunities that align more closely with my long-term career objectives.

I want to express my deepest gratitude for the opportunities I have been given at ABC Corporation. Working here has been an incredibly enriching experience, both professionally and personally. I have learned a great deal and have enjoyed being part of a team that is not only talented but incredibly dedicated and supportive. I am particularly thankful for the support and guidance from my colleagues and superiors, which have been invaluable to my professional growth.

During the next two weeks, I am committed to ensuring a smooth transition. I will complete all outstanding projects and pass on my responsibilities to the designated

team members. I am also willing to assist in training my successor to ensure a seamless transition. Please let me know how I can further assist during this period.

I look forward to staying in touch, and I hope to maintain our professional relationship in the future. I can be reached at my personal email or phone number listed above.

Thank you once again for the opportunity to be a part of ABC Corporation. I wish you and the company all the best and hope we can cross paths in the future under favorable circumstances.

Sincerely,

Julie Morgan
Senior Marketing Specialist
ABC Corporation