

Notice Letter for Work

[Date]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Company Name], effective two weeks from today, [Last Working Day's Date]. This decision was not easy and took a lot of consideration. However, due to personal reasons, I have decided to move on and explore new opportunities.

During my time at [Company Name], I have grown both professionally and personally. I am grateful for the support and guidance provided by you and my colleagues. The experiences I have gained here will undoubtedly benefit me in my future endeavors.

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

Please let me know how I can help during this transition period. I would like to express my heartfelt thanks to you and the team for the opportunities for growth that you have provided me during my tenure at the company.

I look forward to staying in touch, and I am hopeful that our paths will cross again in the future. You can reach me at my personal email, maryann.tompkins@email.com, or my phone number, [Your Phone Number].

Thank you once again for the opportunity to work at [Company Name]. I wish you and the company all the best moving forward.

Sincerely,

Maryann Tompkins

[Your Job Title]

[Your Department]

[Company Name]