

Notice Letter for Resignation

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March 1, 2024

Josephine James
Human Resources Director
Tech Innovate Inc.
123 Tech Park Way
Silver City, NT, 89013

Subject: Resignation Notice - Effective March 15, 2024

Dear Ms. Josephine James,

I am writing to formally submit my resignation from my position as Project Manager at Tech Innovate Inc., effective two weeks from today, March 15, 2024. This decision has not come easily and follows considerable thought about my career trajectory and personal goals. After much deliberation, I have decided to accept an offer that aligns more closely with my long-term career objectives.

I want to express my deepest gratitude for the opportunity to work at Tech Innovate Inc. The experiences I have gained here are invaluable, and I truly appreciate the support, guidance, and opportunities for professional development that have been afforded to me during my tenure. Working alongside such a talented team and under your leadership has been a highlight of my career.

I am committed to making this transition period as smooth as possible. I will complete all current projects to the best of my ability and ensure that all my responsibilities are

fully transferred to my successor or another designated team member. I am also willing to assist in the training of my replacement if that is deemed helpful.

Please let me know how I can further support the team during this transition. I would like to leave on a positive note, ensuring that my departure does not disrupt our projects or the team's productivity.

Thank you once again for the opportunity to be part of Tech Innovate Inc. I am hopeful that our paths will cross again in the future. I look forward to staying in touch and will always value the relationships I have built here.

Warmest regards,

Morgan Ellis