**To**

**[The Recipient Name]  
[Company/Business/Office Name]**

**Re. Two-Week Resignation Notice**

Dear Sir,

With due respect and regard for this company and you as an employee, I am writing to inform you that I am resigning from my position as a [mention the position and department] by two weeks from now. I understand that my resignation can cause some inconvenience but I am ready to do anything to minimize any problem caused by my resignation. However, I am leaving this job as I have another opportunity on the table that is closer to my career goals, closer to my hometown, and paying better remuneration.

I believe that we should never stop at one point and put a halt in our career goals to satisfy our comfort zone, however, we should keep seeking better opportunities that align with our long-term goals. Being more interested in data analysis than data search, I want to move from this job to the newer one. Having spent more than five years here in this organization, it seems to be really a tough decision to make a move at this moment but I am motivated enough to make sane and plausible decisions for my career.

I started my career with this company when I was hired as a [Name the position]. I learned a lot from this organization and got many opportunities to showcase my skills. This company and your kind guidance have always been a great support for me throughout my career. Moreover, I got a chance to work with an amazing team of content management who treated me like a friend and always guided me.

I am very much thankful to you for everything and assure you of my full support to make this transition smooth and free from any disruption. Thank you.

Regards,

[Name]  
[Designation]  
[Department]  
[Signature]