

Resignation Approval Letter

Dear [Manager's Name],

I am writing this letter to inform you that I am resigning from my position as [Job Title] at [Company Name]. I have enjoyed my time at the company and appreciate the opportunities that have been provided to me during my tenure here.

After careful consideration, I have decided that it is time for me to move on and pursue new opportunities. I believe that this decision is in the best interest of both myself and the company.

Please consider this letter as my official notice of resignation. As per the terms of my employment contract, I will continue to fulfill my duties and responsibilities for the next [Notice Period] weeks until my departure on [Last Working Day].

I am committed to making this transition as smooth as possible and will do everything I can to ensure that all of my outstanding work is completed before my departure. I will also make myself available to assist in the recruitment and training of my replacement.

Thank you for the support, guidance, and opportunities that you have provided to me during my time at the company. I appreciate the trust and confidence that you have shown in me, and I wish the company continued success in the future.

Sincerely,

[Your Name]