

Conditional resignation letter for business opportunity

Subject: Provisional Resignation Notice

Dear [Manager's Name],

I am writing to provide provisional notice of my intention to resign from my position as [Job Title], contingent upon the finalization of a significant business opportunity.

I have been selected as a potential partner in a business venture that is currently in the due diligence phase. Should this opportunity materialize as expected, I would need to transition from my current role by [Date].

I wanted to provide you with advance notice to allow for proper planning, though I understand this creates some uncertainty. I am committed to maintaining full performance in my current role while these discussions continue.

I will keep you updated as the situation develops and provide firm confirmation of my status within the next [timeframe]. In the meantime, please let me know if you would like to discuss contingency planning.

Thank you for your patience during this transitional period.

Best regards,

[Your Name]

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