

John Doe

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Dear Name Last Name,

Please accept this letter as formal notification that I am resigning from my position as Senior Product Designer at Example Company. My last day of work will be February 15, 2026, which provides 2 weeks notice as required.

I want to express my gratitude for the opportunities I've had during my time at Example Company. I've learned a great deal and truly appreciate the support and guidance I've received from you and the team.

[Optional: brief reason - e.g., "I've accepted a new opportunity that aligns with my long-term career goals" or "I'm taking time to focus on personal development" or simply remove this paragraph]

I'm committed to ensuring a smooth transition. I'm happy to help train my replacement, document my current projects, and assist in any way possible during this transition period.

Thank you again for everything. I wish Example Company and the team continued success.

Best regards,

John Doe