
Resignation Letter for New Job Opportunity Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Full Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position at [Your Current Company's Name], effective [last working day, typically two weeks from the date]. This decision comes after accepting a new job opportunity that aligns more closely with my professional and personal aspirations.

Working at [Company's Name] has been an invaluable experience. I have learned much under your leadership, and I deeply appreciate the opportunities and challenges that have fueled my professional growth.

While I am excited about my new direction, I remain committed to a smooth transition here at [Company's Name]. I am more than willing to help in the interim, be it by training my successor, handing off my projects, or providing detailed handover notes.

Thank you for the unwavering support and guidance. I cherish our time together and look forward to possible collaborations in the future.

Warm regards,

[Your Name]