
Resignation Letter for New Position Example

[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 reaching out to officially tender my resignation from [Your Current Position] at [Company Name], effective [last working day]. An unexpected opportunity has presented itself for a new position that is aligned with the next stage of my professional journey.

I want to express my profound gratitude for the guidance, trust, and opportunities for growth that I have been fortunate enough to receive here. The lessons I've learned and the memories I've made will undoubtedly influence my path ahead.

Rest assured, I am committed to facilitating a smooth transition in the coming weeks.

Warm regards,

[Your Name]