
Resignation Letter for a New Job Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date of the letter].

I have been offered a new job opportunity that aligns closely with my long-term career aspirations. After careful consideration, I have decided to accept this new role to further my professional growth. This decision was not easy, given the invaluable experiences, mentorship, and camaraderie I've encountered here at [Company Name].

I am deeply grateful for the opportunities to grow both personally and professionally during my tenure. I have genuinely appreciated the chance to be part of such a supportive and innovative team.

I am committed to ensuring a seamless transition, which includes assisting in finding a replacement or training a team member to take over my responsibilities. My aim is to make this process as smooth as possible for everyone involved.

Once again, thank you for the guidance, support, and encouraging environment over the past years. I look forward to staying in touch and hope our paths cross again.

Warm regards,

[Your Name]