
Resignation Letter to Manager due to New Job Opportunity Example

Dear [HR Manager's Name],

I am writing to formally resign from my role as [Your Position] at [Company Name], effective [Last Working Day]. This decision comes after accepting a new job offer that aligns with my career aspirations.

While I'm excited about this new chapter, leaving behind a team and leadership like ours hasn't been easy. I deeply value the knowledge, mentorship, and experiences I've gathered here. Rest assured, I am committed to ensuring a smooth transition and will assist in any way necessary.

Thank you for your understanding and support.

Best regards,
[Your Name]