

Plain Resignation Letter due to Better Opportunity Elsewhere

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I have recently been offered a new opportunity that aligns closely with my career goals, and after careful consideration, I have decided to accept it. This decision was not made lightly, as I have sincerely enjoyed working at [Company Name] and appreciate the valuable experiences and support I have received during my tenure here.

I am committed to making this transition as smooth as possible and will do my utmost to help train my replacement or hand over my responsibilities efficiently.

Thank you again for the opportunity to be part of [Company Name]. I wish the company continued success in the future.

Sincerely,
[Your Name]