

Resignation Letter Sample for Better Job Opportunity

This **resignation letter sample for better job opportunity** provides a professional and courteous template to help employees formally notify their current employer about their decision to leave for a new and improved career prospect. It emphasizes gratitude for the experience gained, clear communication of the resignation intent, and a willingness to ensure a smooth transition, reflecting a respectful approach to career advancement while maintaining positive professional relationships.

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from date above]. I have recently been offered an exciting career opportunity that aligns closely with my long-term goals and professional growth, and after careful consideration, I have decided to accept it.

I want to express my sincere gratitude for the opportunities I have had at [Company Name]. I have greatly enjoyed working with you and the team, and I appreciate the support, encouragement, and learning experiences I have received during my tenure.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in training my replacement or transferring my duties effectively.

Thank you once again for the valuable experiences and support. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]