

# Resignation Letter Example for Accepting New Opportunity

[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 as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above], as I have accepted an exciting new opportunity that will further my career growth.

I want to sincerely thank you and the entire team at [Company Name] for the opportunity to work here. I am truly grateful for the valuable experiences, support, and guidance I have received. I have enjoyed being part of the team and am appreciative of the trust placed in me during my tenure.

I am committed to ensuring a smooth transition and will do my best to help during my notice period. Please let me know how I can assist in transferring my responsibilities.

Thank you again for your leadership and support. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]