

Resignation Letter Template (For Better Opportunity)

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

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

After careful consideration, I have decided to accept an offer for a new role that presents an exciting opportunity for my professional growth and career advancement. While this decision was not easy, I believe this new position aligns well with my long-term goals.

I would like to take this opportunity to express my sincere gratitude for the support, guidance, and opportunities provided to me during my time at [Company Name]. Working with you and the team has been a highly valuable and enjoyable experience, and I am thankful for the professional and personal development I have gained here.

I am committed to making this transition as smooth as possible and will gladly assist with training my replacement or passing on my responsibilities. Please let me know how I can help during this period.

Thank you again for everything. I wish [Company Name] continued success, and I hope to stay in touch in the future.

Sincerely,

[Your Name]