

Resignation Letter Due to Better Job 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]. This was not an easy decision to make, as my time at [Company Name] has been both rewarding and invaluable to my professional growth.

I am grateful for the opportunities I have had to work with a talented team and to contribute to meaningful projects. However, I have recently been offered a position that aligns more closely with my long-term career goals and provides opportunities for advancement that I feel are important for my personal and professional development.

I want to thank you for your guidance and support during my tenure here. I am committed to ensuring a smooth transition and will assist in training my replacement or wrapping up my current responsibilities over the next few weeks.

Please let me know how I can help with the transition. I look forward to keeping in touch and wish continued success to you and the entire team at [Company Name].

Sincerely,
[Your Name]