

## Sample Resignation Letter Due to New Job (With Gratitude)

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

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

Dear [Recipient'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 today]. I have recently accepted a new opportunity that aligns with my long-term career goals, and after careful consideration, I have decided to take this next step.

I want to express my sincere gratitude for the invaluable experience and support I have received during my time at [Company Name]. I truly appreciate the opportunities for professional and personal growth that you and the team have provided me. Working here has been a positive and enriching experience, and I am grateful for the encouragement, mentorship, and friendship I have found among my colleagues.

To ensure a smooth transition, I am committed to completing my current responsibilities and assisting in the handover process as needed. Please let me know how I can help during this period.

Thank you once again for everything. I wish [Company Name] and the entire team continued success in the future. I hope to keep in touch and look forward to crossing paths again.

Sincerely,  
[Your Name]