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# Employee Resignation Letter Example for New Job Opportunity

[Your Name]

[Your Address]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

With mixed emotions, I am writing to tender my resignation from [Company Name], effective [Last Working Day]. I have recently been offered a position that aligns with my career aspirations, and after much reflection, I've decided to pursue this new opportunity.

The learnings, guidance, and support I've received here have been monumental in shaping my professional journey. I am endlessly grateful for the experiences and friendships made, which have not only enriched my professional life but my personal one as well.

To ensure continuity, I'm more than willing to assist in transitioning my responsibilities, and I aim to leave with all current projects in a sound state.

Thank you for the unforgettable memories, opportunities, and lessons.

Best wishes,

[Your Full Name]