
Resignation Letter for New Opportunities

Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Full Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to submit my resignation from [Your Current Position] at [Company Name], effective [last working day]. New avenues have opened up for me that promise varied experiences and opportunities to further expand my skill set.

While I'm eager for this next chapter, it's essential to acknowledge the irreplaceable knowledge, insights, and relationships I've garnered here.

I am keen on working together over the next few weeks to ensure a seamless handover.

Thank you for your understanding, mentorship, and support.

Warm regards,

[Your Name]