
Sample Resignation Letter Example for New Job Opportunity

Dear [Supervisor's Name],

It's with a heavy heart and great excitement that I tender my resignation from [Current Company Name], effective [End Date], as I've been offered a new role that I believe will be a pivotal step in my career trajectory.

I want to express my profound gratitude for the unwavering support and mentorship during my tenure here. The lessons I've learned and the memories shared will remain with me always.

I am fully committed to aiding in a seamless transition, ensuring that all my responsibilities are aptly managed and handed over.

Thank you for the wonderful memories, lessons, and experiences. I truly hope our paths cross again in the future.

Best regards,
[Your Name]