
Work Resignation Letter for New Job Opportunity Example

[Your Name]

[Your Address]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

It is with a heavy heart that I submit my resignation from [Company Name], effective [Last Working Day]. An exciting new job opportunity has presented itself, and I've made the decision to further my career in this new direction.

The time I've spent at [Company Name] has been instrumental in my professional growth. The challenges faced, the victories celebrated, and the invaluable lessons learned have shaped me into the professional I am today.

I am deeply appreciative of the trust, encouragement, and resources that have been availed to me, ensuring my success in every project undertaken.

To facilitate a seamless transition, I am more than willing to work closely with the team and provide any necessary training to my successor.

Thank you for the memories, knowledge, and growth.

Best,

[Your Full Name]