

New Job Opportunity Professional Resignation

Subject: Resignation Notice - [Your Name]

Dear [Manager's Name],

I am writing to formally notify you of my resignation from my position as [Job Title] at [Company Name]. I have accepted a position with another organization, and my last day will be [Date].

This opportunity represents a significant step forward in my career path, particularly in [specific area of growth or advancement]. While I am excited about this new challenge, leaving [Company Name] is bittersweet given the positive experiences and professional growth I've enjoyed here.

I am grateful for the mentorship, opportunities, and trust you've placed in me. The experience and skills I've developed in this role have been instrumental in helping me secure this new position.

During my remaining time, I am committed to ensuring a thorough transition of my responsibilities. I will complete current projects, prepare comprehensive documentation, and assist with training as needed.

I hope to maintain our professional relationship and thank you for your support throughout my tenure.

Best regards,

[Your Name]

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