

Resignation Letter Due to Business Opportunity

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Designation]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with a mix of gratitude and anticipation that I write to formally tender my resignation from my position at [Company Name]. My last working day will be [Last Working Day], which provides a notice period of [Notice Period] days as per the company policy.

I have thoroughly enjoyed my time with [Company Name] and am grateful for the invaluable experiences and opportunities that have been afforded to me during my tenure. The support and camaraderie among my colleagues have been exceptional, and I genuinely appreciate all the knowledge and skills I have gained while working here.

However, after much consideration and introspection, I have been presented with an exciting business opportunity that aligns closely with my personal and professional goals. This opportunity will allow me to explore a new venture that I believe holds great potential for growth and success. Although it was not an easy decision to make, I firmly believe that embracing this new path is the right step for my career development and future aspirations.

I assure you that I remain committed to ensuring a smooth transition during the notice period. I am

more than willing to assist in training my successor, complete pending projects, and ensure that all my responsibilities are handed over in an organized manner.

I would like to take this opportunity to express my gratitude to you and the entire team at [Company Name] for the support, mentorship, and camaraderie that I have experienced here. I sincerely appreciate the opportunities for professional growth and the friendships I have made along the way. Please consider this letter as my formal resignation, and I kindly request you to initiate the necessary procedures for processing my exit from the company. I am open to discuss the transition process and any additional tasks that would facilitate a seamless handover.

Thank you once again for everything, and I wish [Company Name] continued success and prosperity in the future.

Sincerely,

[Your Name]