

Formal resignation letter for high-level investment opportunity

Subject: Formal Notice of Resignation

Dear [CEO/Board Chair],

Please accept this letter as my formal notification of resignation from my position as [Executive Title] at [Company Name], effective [Date].

I have been presented with a substantial investment opportunity that requires my full-time attention and expertise. After thorough consideration and consultation with my advisors, I have determined this venture aligns with my long-term career objectives and financial goals.

During the transition period, I am committed to facilitating the transfer of my responsibilities and strategic initiatives. I propose we schedule a meeting to discuss the succession plan and ensure continuity of operations for all departments under my supervision.

I want to acknowledge the trust you have placed in me throughout my tenure. The experience and relationships I have developed here have been invaluable, and I am confident they will serve both my future endeavors and any continued relationship between our organizations.

I remain available to discuss this transition at your convenience.

Respectfully,

[Your Name]

[Your Title]

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