**RESIGNATION LETTER DUE TO PROMOTION**

Rollan Junior

ABC company

Dear Sir/Madam,

I take this opportunity to appreciate you for giving me a chance to be part of your employee from 20XX to date. I have had a good time, learning a lot. The privileges I got while working here were a great motivation for me. However, I feel it is time that I quit this organization.

I have gotten some promotion in a different organization, and I am thinking of considering it if you allow me. I will work on 4th Dec as my last day. Before then, I am willing to update my files, prepare my team members for the transition, and to do any other thing you would wish to be done in my department before I leave.

I am as well willing to be contacted in any way after I have left. I hope that you will get a better replacement for me. You are a great employer.

Thank you

Sincerely