**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

**“Sub: Resignation**

Dear Mr./Mrs. **{Recipient’s Name},**

I am writing to inform you that I am resigning from my position as a **{Your Position}** at **{Your Company}**.

Recently, I received a new job offer as a **{New Position}** at **{Company Name}**. After careful consideration, I have decided to accept this new job opportunity and will be commencing work with them soon. As you know, change is vital for progress, I believe that this new job will help me achieve my future goals in graphic designing. Whatever I have learned in **{Your Company}** will enormously help me in the future. I started as a fresher here and in **{total years served}**, I progressed to become a Design Analyst.

Working for **{Your Company}**, for the past **{years}** has been a wonderful experience. I have learned a lot from the opportunities provided to me here and have seen myself grow personally as well as professionally during my tenure. Besides, the Art Director Mr. **{Name of the person}** helped me hone my artistic abilities and creativity. I appreciate the help and support I have received from all my colleagues and co-workers. I will miss them immensely. Henry Ford has said, “Coming together is a beginning; keeping together is progress; working together is success”. I believe it is because of my co-workers and the unity among us that I have been able to achieve this much.

I truly hope that my resignation does not cause you any sort of inconvenience. Please let me know what I can do to make this a smooth transition for the entire department. I will be completing my ongoing project of designing the logo for XYZ Company before my departure. Also, I am willing to help with the training of my replacement before I leave. Thank you for your support and understanding in this matter. I wish you all well and best in future endeavors.

Sincerely,

**{Your Name}”**