**TEMPLATE**

**RESIGNATION LETTER DUE TO JOB PORMOTION**

Dear Sir,

“I hereby tender my resignation as **(position)** at **(Company),** effective **(date)**, as I have accepted the promotion to **(position)** in **(department)**. While it’s difficult to leave a position that I have loved and coworkers whom I greatly admire, I am excited to explore the other opportunities available to me at this company.

I am deeply appreciative to you for helping me reach this new place in my career. I have reassigned **(projects)** to **(coworkers)** and I am prepared to spend my final time as **(position)** training my replacement and finishing any additional work required of me.

While I will only be a few doors down, I am going to greatly miss this office and the welcoming, supportive atmosphere created by this team. Thank you for everything you’ve done for me.”

Sincerely,

Your Name