**RESIGNATION LETTER FOR JOB PROMOTION**

Dear Sir,

I hope this letter finds you well. Thank you so much for allowing me to belong to this firm as an employee. I have learned a lot. Through this job, I have made a proper career foundation. However, change is inevitable. It is time that I feel I should quit this firm. I have been considered to fill a higher position in a given firm, and I think of accepting the offer if you allow me.

In this regard, I think that 4th Dec should be my last reporting day. Before then, however, I am willing to give the company a smooth transition. I am working on my database to have it updated. I will also prepare my team members for the change. I am open to being engaged further for a smooth transition and also to be contacted after I have left.

Thank you

Regards Rollan