**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

“Dear Ms. Gallisano,

I regret to inform you that I am resigning from my position here as a sales consultant. I would like to personally thank you for the opportunity you provided me to work alongside you at such a great company. I have learned many new skills here and wish you and the team all the best for the future.

I want to be completely honest and frank about why I am leaving the company. I have been offered an opportunity at a different company that is better aligned with my career goals. **(If you’d like to be specific here, you can.)** The training and education on offer at the new company will provide me with the tools I will need to keep growing as a sales consultant, with the goal to eventually move into a management position.

This was not an easy decision for me to come to, however, it is an opportunity I cannot overlook. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies for making the 25th of July my final day here. Thanks again for all you have done for me.

Kind regards,

Your name”