**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

*[Date]*

*[Your name]*

*[Company]*

*[Address]*

Dear Mr./Ms. *[recipient's last name],*

I hereby offer my resignation as *[job title]* from *[company's name]* with an exit date of *[date of last working day].*

It has been such a pleasure working with you in the company. I cannot thank you enough for all the help and support extended to me during my time in the company. The knowledge and experience I gained here will be immensely helpful in my career. The time I spent in this company will always form part of my fond memories.

Please let me know how I can help you in making this transition as smooth as possible.

Yours Faithfully,

*[Your Name]*