**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

*Sub: Resignation*

Dear Mr./Mrs. *{Recipient’s Name},*

After spending nearly five years consulting for Doe Development Company, I will be moving on to a new assignment. Effective *(date)*, I will begin my new assignment working for City Insurance in the Phoenix Regional Office.

The past five years have been very exciting. During that time, I have greatly appreciated your support. I believe City Insurance has a few products that will be of interest to you. Once I have settled in, I will contact you to review your group health insurance needs.

Starting Monday, *(date)*, I can be reached at 555-5555. Let's keep in touch.

Sincerely,

Your Name