**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

**Sub: Resignation**

Dear Mr./Mrs.**{Recipient’s Name},**

Please accept my regrets in resigning from my position as Stockroom Manager, effective two weeks from today's date. Eager to pursue new challenges, I have decided to accept a job offer in a field more closely aligned with my course of study. My new position will put my talents and interests to work in a new and exciting area.

Although I have accepted a position in another field, it does not detract from the fact that my job at Doe's has provided me pleasure as well as insight into my hopes for the future. I have enjoyed working with all of my friends here, and I want to thank everyone for their support over the years.

When my resignation date arrives, I expect all my projects to be current and my obligations fulfilled. If there is anything else I can do to help make this a smooth transition, please let me know.

Sincerely,

Your Name