**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

Dear Sir,

Please accept this letter as official notification of my resignation from my position as Floor Manager, effective immediately. Financial considerations and a desire to further my career compel me to accept a job offer from a company that is better able to fill my present needs.

Although I am disappointed that size constraints placed upon the company deny rapid upward mobility, I feel deeply indebted to you for skills I have acquired and experience I have gained. My job here has been a great source of personal satisfaction and a foundation from which I have cultivated many irreplaceable ties with co-workers.

To ensure that the transition goes smoothly and to enable my successor to proceed without undue interruption, I will prepare project status reports and explain all procedures necessary to complete each assignment successfully.

Sincerely,

Your Name