**Sample : Resignation letter due to promotion**

“Jane Smith

3 Main Street, Apartment 2R

Center City, Iowa 52240

555-123-4567

jane.smith@email.com

January 3, 2019

Ben Garcia

Senior Sales Manager

Noonan & Company

14 Office Park Way

Center City, Iowa 52240

Dear Ben:

I will be resigning from my job next month as Sales Manager at Noonan & Company in order to take on a new position. I was recently offered a position as V.P. of Sales for another company, and unfortunately, it’s an offer that I cannot decline. The new job is the ideal next step in my professional development.

It has been a been a pleasure working with you, and I am deeply grateful for all your assistance during my time at Noonan & Company. I learned a lot and I appreciate the time and effort you spent orienting me to a new job at a new company.

Please do not hesitate to reach out to me if there’s anything at all I can do for you, either during the remainder of my time here or in the months after. I would be happy to assist you in hiring a replacement or in selecting another employee for a promotion to my position. I will be available this month to meet with you at any time, or you can contact me at either 555-123-4567 or jane.smith@email.com.

Thanks so much for your understanding, and I hope that we can remain in touch as professionals in the future.

Sincerely,

Signature (hard copy letter)

Jane Smith”