**RESIGNATION LETTER DUE TO PROMOTION**

Dear Ted,

With some regret, this letter is my resignation from Wallace Development. I have accepted a position as a manager at a firm that is not a competitor with Wallace Development. This was a timely offer since I am ready for the next step forward in my career. I had determined, after talking with you about the possibility, that such a promotion would be unavailable here for several years. I really wanted to take all of my team leader experience to the next level and have reporting staff members.

I’m sure you know that this decision was difficult for me because I have truly enjoyed and learned from my colleagues here. I’m not sure I will ever have the privilege of working with so many engaged, excited, friendly people again.

I will happily participate in an exit interview as I know they are standard here. I don’t really have any complaints because this is not a resignation where I see myself leaving something I didn’t like. Rather, I am pursuing my next opportunity.

My final day is November 28, so you have the full two weeks’ notice. I’ll be happy to help train my replacement if you can fill the position quickly. I am also leaving my replacement a fully developed job description, so nothing slips through the cracks. I can be available by phone on a limited basis if needed after my last day. This offer is known about and supported by my new employer.

Again, my job and the people here will be positive memories.

Sincerely,

Jennifer Dorn