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**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

9/19/XX

Ms. Stacey Kobesch

CEO, Goldmine Company

13 Main St.

Freetown. FA 80080.

Dear Stacey,

Please accept this letter as a notice of my resignation from my position as an accountant at your company. My last day of work will be 9/24/20XX.

I recently reviewed an offer to work as a senior accountant at Brisberry Group of Companies. After careful evaluation, I decided to take up this new opportunity.

It has been a pleasure working with your company all along. Your staff are not only hardworking but also team players. Working with you has indeed contributed a lot to my career. This is something I can never fail to be grateful for.

Even before I depart, I would like to help in a smooth transition to my accounting duties. Therefore, I will assist in training the new recruit to ensure the system runs smoothly as earlier planned. Also, I will ascertain that all records and reports are updated before my last day of work.

Stacey, thank you again for giving me such a fantastic opportunity to work at your company. I wish you your company and the rest of the staff the best. I will always get in touch with you. Also, feel free to get in touch with me anytime you wish to.

Sincerely,

Juana Perez”