**RESIGNATION LETTER FOR NEW JOB OPPORTUNITY**

**Sub: Resignation**

Dear Mr./Mrs.**{Recipient’s Name},**

Regretfully, I must inform you that I need to resign from my position here as office manager. In accordance with company policy, I am offering two weeks’ notice, effective today. Please know that I am grateful for the trust and confidence that you have placed in me in the last three years. I especially appreciated the opportunity to convert the paper files in the order department to a computerized system. I believe that similar conversions in other departments, though time-consuming in the beginning, would greatly benefit the company in the long run.

I have been offered a position as Technology Specialist in a larger company and I feel I must accept. Although the higher salary was one factor in my decision, I will also have a greater opportunity to use my degree in computer science. Of course, I will be happy to help train a replacement while I am here. The new manager is also free to call me at home or email me with any questions after I leave. All of my files have been backed up on CD-R and are labeled appropriately. Please let me know if there is anything else I can do to help make this transition as trouble-free as possible.

Sincerely,

Your Name