

[Your Name]  
[Your Address]  
[Your City, State, Zip Code]  
[Your Email Address]  
[Today's Date][Employer Name]  
[Employer Title]

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer Name],

I am writing to inform you of my decision to resign from my position as [Your Position] at [Company Name], effective [Date of Resignation]. I have recently been offered a new job opportunity that will allow me to pursue my career in a different direction, and I have decided to accept this offer.

I want to express my sincere gratitude for the support, encouragement, and opportunities that you and the company have provided me during my tenure here. I have learned a great deal from working with such a talented and dedicated team, and I am grateful for the experience.

I understand that my resignation may cause some inconvenience for the company, and I will do everything in my power to ensure a smooth and efficient transition. I am committed to completing all outstanding tasks and projects before my departure, and I am open to discussing any additional steps that need to be taken to ensure a successful handover.

Please let me know if there is anything else I can do to facilitate the transition process. Once again, thank you for the opportunity to be a part of the [Company Name] team. I wish the company continued success and growth in the future.

Sincerely,

[Your Name]

---

[Your signature]

[Your phone and email]