**Resignation Letter Due to a New Job:**

(your address details)

(your contact details)

(employer full name)

(company address)

(date of when the letter was written)

Dear Mr/Mrs/Miss/Ms/Dr (employer name),

I hope that you can accept this letter as my formal resignation from (enter company name) as (enter job title), effective from (enter date).

I have decided to accept an offer for a new position at (enter new company name) due to (location/job position/different sector). This new opportunity would allow me to be able to pursue other interests/apply for a higher position/work in another sector (or any other appropriate reason).

My final day of work at (company name) will be (enter date). I would like to thank you for everything you have done for me during my time here and I will miss my job. Every opportunity I have had whilst working with you has been incredible and I will always remember my time here fondly.

I extend to you an offer to help with anything possible during this transition period. I wish you the best of luck and success for your future and I hope that we can stay in touch.

Yours sincerely,

(hand sign for printed letter)

(insert your name)

(contact details optional)