
Resignation Letter Reason for New Job

Jacob Martin

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September 23, 2024

Diane Roberts

Human Resources Director

Creative Solutions Ltd.


1500 Business Park Blvd

Nashville, TN 37201

Dear Ms. Roberts,

I am writing to inform you of my resignation from my position as Marketing Coordinator at Creative Solutions Ltd., effective two weeks from today, October 7, 2024. This decision comes as I have been offered a new opportunity that will significantly aid in my career progression.

It has been a privilege to work for Creative Solutions Ltd. The experiences and knowledge I have gained during my tenure have been invaluable. Working alongside such a dedicated team and under your guidance has profoundly impacted my professional abilities and personal growth.



I have accepted a position that will offer me new challenges and opportunities to further develop my skills in a different capacity. This decision has not been easy but is a step toward achieving my long-term career goals.

Please be assured that I am committed to ensuring a smooth transition and will do everything possible to handover my responsibilities appropriately. I am happy to assist in training my successor and will ensure that all my tasks are up to date before my departure.

Thank you for the opportunities for professional and personal development that you have provided me during the last three years. I have enjoyed working for the company and appreciate the support provided during my tenure.

I hope to maintain a positive relationship moving forward, and I am looking forward to staying in touch.

Thank you once again for everything.

Sincerely,

Jacob Martin