

Resignation Letter for Job Leaving Due to New Job

John Doe

1234 Maple Street

Anytown, CA 12345

john.doe@example.com

555-123-4567

September 23, 2024

Jane Smith

Human Resources Manager

XYZ Corporation

4321 Oak Lane

Anytown, CA 12345

Dear Ms. Smith,

I am writing to formally announce my resignation from my position as Senior Analyst at XYZ Corporation, effective two weeks from today, October 7, 2024. This decision was made after careful consideration and is based on an opportunity to further my career growth as a Lead Analyst at another company.

I want to express my genuine gratitude for the experiences and opportunities I have had during my time at XYZ Corporation. It has been a pleasure working under your guidance and being part of a team that is dedicated to quality and innovation. The skills and knowledge I have gained here will undoubtedly benefit me in my new role.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know how I can assist during

this transition period. I hope to maintain our professional relationship and look forward to staying in touch.

Thank you once again for the opportunity to be a part of XYZ Corporation. I am looking forward to the new challenges but will always cherish my experiences with the company and my colleagues.

Sincerely,

John Doe