To,

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Resignation Letter for a New Job**

Dear Mr. / Mrs. [name of the Recipient],

This is to notify you officially about my resignation from the position of [mention Job position] at [mention Company name], effective [mention Date].

The reason for my resignation is that I have been offered a more lucrative job in an IT company located near my house. Moreover, the company allows to work from home so I would be able to spend more time with my family and work easily from the convenience of my home.

However, I would also like to thank you and all the executive management and all my friends and colleagues at [mention Company name] who always supported me and counted on me. It was an honor for me to work side by side with such a group of professional people. This period of my employment is one of the best periods of my life and I will always look back to the beautiful memories I have with this organization.

Please let me know if I could be of any help before I leave. I will be very glad to offer my help and assistance in any possible way.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]