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

[Your Name]   
[Your Address]   
[City, State ZIP Code]   
[Your Phone Number]   
[Your Email Address]

[Date]

[Employer's Name]   
[Employer's Address]   
[City, State ZIP Code]

Dear [Employer's Name],

Please accept this letter as my formal resignation from my position as [Job Title] at [Company Name]. My last day of work will be [Date].

I am resigning because I have accepted a new job opportunity that aligns better with my long-term career goals. I am grateful for the opportunity to work with [Company Name] and appreciate the experience and knowledge gained during my time here.

I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work. Please let me know if there is anything else I can do to assist with the transition.

Sincerely,

[Your Name]