

Leaving for better opportunity - positive tone

Subject: Resignation Notice - [Your Name]

Dear [Manager's Name],

I hope this email finds you well. I am writing to inform you that I have accepted a new position that aligns with my long-term career goals, and therefore I will be resigning from my role as [Job Title].

My final day will be [Date].

I want to express my sincere gratitude for the incredible learning experiences and professional development opportunities you and the team have provided. The skills and knowledge I've gained here will undoubtedly contribute to my future success.

I am fully committed to making this transition as seamless as possible. I will ensure all my projects are up to date and am happy to help train whoever will be taking over my responsibilities.

Thank you for being such a supportive manager and for understanding my decision to pursue this new opportunity.

Warm regards,

[Your Name]

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