Dear [employer’s name],

I would like to formally inform you of my resignation from my position as [job title] at [company name]. My last day of employment will be [date].

The reason behind my leaving the company is that a new job opportunity has presented itself and, after careful consideration, I have decided to accept it. I strongly believe that the new position will enable me to move closer to achieving my personal career goals.

I would like to thank you for the trust, opportunities, and valuable experiences you have provided me with during my time here at [company name].

I wish you and everyone on the team the very best. Please let me know how I can be of assistance during my last few weeks.

Sincerely,

[your name]