**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Resignation from the designation of DQA manager on account of a new job opportunity with promotion.**

Dear Sir, I am Ben Anderson, working as a Drug Quality Assurance Manager since 2015. I am taking this moment to notify you formally that I shall not be able to continue my job here because of another job with better career opportunities and promoted designation. Using my right to resign from the position at any time, I hereby announce my resignation through this letter with prior notice of two weeks (according to the company’s rules and regulations on resignation).

I have been working here for six wonderful years and these six years mark one of the best times for me as I was able to do a lot of accretion to my expertise and skills. During these six years, I not only comprehended management regularization but also implemented it with my own potential. Thus, it can be said that all my skills and competency have been polished by this firm.

Being ardent of learning new experiences, I applied for the vacancy available at another firm where chances of getting promotion and other increments in terms of learning and experimenting are higher. Therefore, I have decided to join the other firm. The new job would be on a higher pay scale which means I would be able to get at least 30% more salary than the current amount I am getting from this company.

Considering all this, I hereby announce my resignation from the current designation on two weeks’ prior notice. I am sorry if it brings any problem for the company. I shall be working here for the next two weeks i.e., till 14-09-21. I am available for any assistance I can provide for the said time.

Thank you for providing me a chance to learn new experiences from this company and always assisting me when needed. You can contact me at +[call) or write to me at [EMAIL].

Regards

Ben Anderson  
Drug Quality Assurance Manager  
I-Five Group of Pharma Industries  
990-POR, David Ave, Orlando  
Florida, USA