**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Resignation for a new job opportunity**

Dear Sir,

I am writing to formally notify you about my resignation from the designation of Assistant General Manager (AGM) on which I was recruited on [DATE]. I have been working here since 2016 and thus I have spent almost five years working here. It was one of the best times for me in terms of working capacity, working environment, professionality, and the grandeur of teamwork.

As you understand that it is equally important for us to go for newer and better working opportunities keeping every other thing aside. Except growing inside the working body, we also need to consider other working opportunities with a better scale of learning and job. I have another opportunity for the job as they are giving me a 32% more salary than the amount I have been paid here in this company.

Moreover, I would be recruited for one of the senior positions and with an upgraded job scale i.e., SF-11 along with various other benefits. I would be given free medical services and life insurance as well.

Because of all this, I have to resign from my current position. My resignation will be effective from 15-09-21 i.e., after fifteen days. Please let me know if I can provide any assistance during these fifteen days. I shall be delighted to have a farewell meeting with you and other colleagues. Respond to me at your earliest at [EMAIL]. Thank you.

Regards

Oliver Benson  
Assistant General Manager  
Celtic & Johnson’s  
180-G Sector-11, IGH Sq. San Diego  
CA, USA