

Resignation letter for a better job opportunity

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

SAMPLE 1

Subject: Resignation from the post of [Designation]

Dear [Manager's name],

Please accept this letter as formal notice of my resignation from my position as [Designation] at [Company name]. I have accepted an offer that is a good next step in my career, and after careful thought I have decided to take it up.

As per the notice period mentioned in my appointment letter, my last working day will be [Last working day]. Until then, I will complete my pending tasks, document my ongoing work and hand over my responsibilities to whoever you nominate. I am also happy to help with interviews or training for my replacement if that is useful.

I am grateful for the guidance and support I have received here. Working with this team has taught me a great deal, and I will carry those lessons forward.

I request you to initiate the full and final settlement process and to issue my relieving letter and experience letter on my last working day.

Thank you once again for everything.

Yours sincerely,

[Your name]

[Designation]

SAMPLE 2

Subject: Resignation – [Your name], [Designation]

Dear [Manager's name],

I am writing to let you know that I am resigning from my role as [Designation] at [Company name] to take up a new opportunity. My last working day will be [Last working day], in line with my notice period.

I will make sure all my current work is handed over properly and that the team has everything it needs before I leave. Please tell me which tasks you would like me to prioritise over the coming weeks, and I will plan my handover around them.

I have copied HR on this email so that the exit formalities can begin on time.

Thank you for your support and for the chance to grow in this role. I have enjoyed working with you and hope we stay in touch.

Regards,
[Your name]
[Designation]

SAMPLE 3

Subject: Resignation and request for early release - [Designation]

Dear [Manager's name],

I am submitting my resignation from the position of [Designation] at [Company name]. I have received an offer for a role that fits my long-term plans, and the new employer has asked me to join by [Joining date].

My notice period as per my appointment letter ends on [Last working day]. I would be grateful if you could consider relieving me earlier, on [Requested relieving date]. To make this possible, I will prepare a detailed handover document, finish the priority items first and remain reachable on phone for a few days after I leave. I am also willing to adjust my earned leave balance or pay the notice buyout for the remaining days, as per company policy.

I understand this depends on project needs, and I will respect your decision. Thank you for the opportunities and trust you have given me.

Kindly guide me on the exit process, full and final settlement and relieving letter.

Warm regards,
[Your name]
[Designation]