**RESIGNATION LETTER DUE TO A BETTER OPPORTUNITY**

“I am writing to inform you that I have accepted a position at a company that I feel is a better fit for my career moving forward. Please accept this note as my formal resignation from ABC company. My last day will be two weeks from today, [insert last day of work].

While I will be moving on to a new position, I am deeply grateful for the opportunities to grow and learn during my time here.”