**Resignation Letter Sample – Dream Job Offer**

Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State Zip Code

Dear Mr./Ms. Last Name:

I am writing to notify you of my impending departure from the company. I plan to leave at the start of next month (August 1). I recently received the opportunity to enter my dream line of work. Although I have greatly enjoyed my time here, I just can't say no to this opportunity, and so I have to move on.

I do hope that my absence will not cause any inconvenience within the organization. I will be more than happy to assist you in anything you need help with as you look for a replacement to fill my position. Please do not hesitate to reach out if there's anything at all I can do for you during my remaining time here, or in the future.

I really appreciate your understanding. I have learned a lot during my tenure here, and you have been a pleasure to work with. However, it's very important to me that I make this change while I still have the chance to do so.

Thank you again for the opportunity to work with you. I do hope we can stay in touch as business colleagues, and I look forward to hearing about how the company progresses in the future.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name