[current date]

Dear [supervisor's name],

Please accept this letter as my formal resignation from my role as [title]. My last day with [company] will be [end date]

I received an offer to serve as [title], and after careful consideration, I realize that this opportunity is too exciting for me to decline.

In order to ease the transition after my departure, I am happy to assist you with any training tasks during my final weeks on the job. I intend to leave thorough instructions and up-to-date records for my replacement.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here. I am very grateful for the time I have spent on our team and the professional relationships I've built. It's been a pleasure working for you, and I hope our paths will cross again in the future.

Sincerely,

Bulbulita E. Bayagyag