**Resignation Letter (Better opportunity)**

Andrew Johnson  
139 Main Street  
South town, CA 12378  
555-212-7002  
[andrewj@email.com](mailto:andrewj@email.com)

March 1, 201X

Judith Smith  
Manager  
Mary's Flower Shop  
500 Business Rd.  
Business City, NY 54321

Dear Ms. Smith,

I am writing to inform you that I have accepted a job at a company that I feel is a better choice for my career moving forward.

Please accept this note as my formal resignation from my position as Office Executive for Mary's Flower Shop effective March 1st. My last day is March the 15th.

I am very grateful for the opportunity you’ve given me to learn all about store management and also about customer service. I really believe my time here and the gained experience was the stepping stone for my career.

Please let me know if I can be of assistance during the transition. You can reach me at the above address if you have any further questions and if you need help for the recruitment of a new Office Executive.

Sincerely,

Handwritten Signature (hard copy letter)

Andrew Johnson