**Promotion Letter of Resignation**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

I am writing to inform you of my resignation from [Position Name] effective [Resignation Date].

I have decided to accept the promotion offered to me by [Department Name]. I am thankful for all the support and opportunities to pursue interesting projects in numerous areas, which have prepared well for my next challenge. I sincerely hope we can collaborate together on future projects.

Please let me know how I can be of assistance during the transition period. I wish you and the company the very best going forward.

Sincerely,

[*Your Signature*]

[Your Name]