

Professional Resignation Letter Due to Career Growth

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

This decision was not made lightly. After considerable thought, I have chosen to pursue a new opportunity that will allow me to further develop my skills and advance my career. My time at [Company Name] has been invaluable, and I am genuinely grateful for the support, guidance, and opportunities I have received here.

I want to thank you and the entire team for the rewarding experiences and professional growth I have enjoyed during my tenure. I appreciate the positive work environment, mentorship, and trust extended to me, and I am proud of what we have achieved together.

To ensure a smooth transition, I am committed to assisting in training my replacement and facilitating the transfer of my responsibilities. Please let me know how I can be most helpful during this period.

I look forward to staying in touch, and I hope our paths cross again in the future. Thank you once again for everything.

Sincerely,
[Your Name]