

Resignation Letter Sample for Career Growth Opportunities

Below is a professional resignation letter template for employees who are leaving their current role to pursue career growth opportunities.

Sample Resignation Letter

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as my time with the company has been both rewarding and instrumental in my professional development.

I have greatly appreciated the opportunities to grow and the support provided by you and the entire team. Working at [Company Name] has helped me develop many important skills and has allowed me to contribute meaningfully to our shared goals.

After careful consideration, I have decided to pursue a new opportunity that will further my career growth and help me achieve my long-term goals. I believe this change will allow me to take on new challenges and continue building on the foundation I established at [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to assist during this period. Please let me know how I can help train my replacement or transfer my responsibilities effectively.

Thank you once again for the valuable experiences and support. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]