

# Resignation Letter Template: Reason - Career Development

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

[Recipient Name]  
[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 the date above].

This decision was not made lightly; after careful consideration, I have decided to pursue an opportunity that better aligns with my long-term career development goals. I am eager to expand my professional skills and embrace new challenges that will support my continued growth in my chosen field.

I truly appreciate the invaluable experiences, guidance, and support I have received during my time at [Company Name]. The positive work environment and the opportunities for growth have been greatly appreciated, and I am thankful for the relationships I have established here.

I am committed to ensuring a smooth transition and am happy to assist in training my replacement or handing off my responsibilities as needed. Please let me know how I can help during this period.

Thank you again for the opportunities and experiences. I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]