

Resignation Letter Template for Career Growth Motivation

This **resignation letter template for career growth motivation** provides a professional and positive way to communicate your decision to leave your current job in pursuit of better opportunities. It emphasizes gratitude for the experience gained while clearly stating your intent to grow and develop your career. Using this template helps maintain good relationships with your employer and ensures a smooth transition, making it ideal for individuals seeking advancement and new challenges.

Resignation Letter Template

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's 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].

I want to express my sincere gratitude for the valuable experience and support I have received during my tenure with the company. The opportunities provided have enabled me to grow professionally and personally, and I am truly appreciative of all that I have learned.

After careful consideration, I have decided to pursue a new opportunity that will further my career and contribute to my long-term professional growth. This decision was not made lightly, as I have enjoyed working with a talented team and being part of [Company Name].

I am committed to ensuring a smooth transition and will happily assist in transferring my responsibilities over the coming weeks. Please let me know how I can be of help during this process.

Thank you again for your guidance and support. I wish [Company Name] continued success, and I look forward to staying in touch.

Sincerely,
[Your Name]