

Resignation Letter Template – Pursuing Better Professional Growth

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 today].

This decision was not made lightly, as I have truly appreciated the opportunities, growth, and support I have experienced during my time here. I am grateful to have been part of such a dedicated team and for the chance to develop both professionally and personally.

After careful consideration, I have decided to pursue a new opportunity that is more closely aligned with my long-term career goals and aspirations. This step is essential for my continued professional development and to seek new challenges that will help broaden my experience.

I am committed to ensuring a smooth transition, including assisting with the handover of my responsibilities and training my replacement if needed. Please let me know how I can best support you and the team during this period.

Thank you once again for your leadership, support, and understanding. I hope to maintain our professional relationship in the future and wish [Company Name] continued success.

Sincerely,
[Your Name]