

Quick Resignation Letter Template (Switching Careers)

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 at [Company Name], effective [Last Working Day, typically two weeks from date above].

This was not an easy decision to make, but I have chosen to pursue a new career opportunity in a different field. I am grateful for the opportunities and experiences I have gained while working here, and I appreciate your support during my time on the team.

I am happy to help with the transition in any way possible over the next few weeks. Please let me know how I can assist to ensure a smooth handover of my responsibilities.

Thank you again for everything.

Sincerely,

[Your Name]