

Sample Resignation Letter: Seeking Professional Growth

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

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

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day].

This decision has not been easy, as my time at [Company Name] has been both professionally rewarding and personally fulfilling. I am incredibly grateful for the opportunities I have had to grow, learn, and contribute alongside such a talented and supportive team.

After careful consideration, I have decided to seek new challenges that align with my long-term career goals and provide further opportunities for professional advancement and skill development. I believe that this step is essential for my continued growth, and I am committed to ensuring a smooth transition during my remaining time here.

Please let me know how I can best support the transition process. I am happy to assist in training my replacement and will ensure that all my responsibilities are up to date before my departure.

Thank you once again for your guidance, encouragement, and support during my tenure. I am genuinely appreciative of the experiences and relationships I have gained at [Company Name], and I look forward to staying in touch as I move forward in my career.

Sincerely,
[Your Name]