

Formal Resignation Letter Template: Career Progression

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

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

Dear [Recipient'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 date above].

This decision comes after careful consideration of my long-term career goals and aspirations. I have accepted an opportunity that will allow me to further develop my skills and pursue new professional challenges, aligning with my commitment to ongoing career progression.

I want to express my sincere gratitude for the opportunities and support I have received at [Company Name] during my tenure. Working here has greatly contributed to my personal and professional growth, and I am thankful for the experiences I have gained and the relationships I have built.

I am committed to ensuring a smooth transition and will do everything possible to assist with the handover of my responsibilities prior to my departure. Please let me know how I can help during this period.

Thank you once again for the guidance and encouragement I have received. I look forward to staying in touch and hope for continued success for [Company Name] and the entire team.

Sincerely,
[Your Name]