

Resignation Letter Template: Better Career Growth

[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 Job Title] at [Company Name], effective [Last Working Day, usually two weeks from the date above]. This decision has not been made lightly, but after careful consideration, I have decided to accept an opportunity that offers better career growth and aligns more closely with my long-term professional goals.

I am grateful for the opportunities, support, and encouragement I have received during my time at [Company Name]. Working with you and the team has been an invaluable experience that has helped me develop both professionally and personally. The skills and knowledge I have gained here will undoubtedly be beneficial as I take the next step in my career.

I am committed to making this transition as smooth as possible. During my notice period, I will do my best to wrap up my current projects and assist in training my replacement if required. Please let me know how I can be of help during this time.

Thank you once again for your guidance and understanding. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]