

Formal Resignation Letter for 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 Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

After careful consideration, I have decided to accept an opportunity that will allow me to further advance my career and pursue my long-term professional goals. This decision was not easy, as I have greatly enjoyed my time at [Company Name] and have learned and grown significantly through my experiences here.

I want to express my sincere gratitude for the support, guidance, and opportunities provided to me during my tenure. I am especially thankful for the chance to work with a wonderful team and contribute to the company's goals.

In order to make the transition as smooth as possible, I am committed to assisting in training my replacement and transferring my responsibilities. Please let me know how I can help during this period.

I value the time I spent at [Company Name] and look forward to staying in touch. Thank you once again for the valuable experiences and encouragement throughout my career here.

Sincerely,
[Your Name]