

Resignation Letter Template: Growth in Another Company

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

This decision was not made lightly and comes after careful consideration of my career goals. I have accepted an opportunity with another organization that will allow me to further develop my skills and take on new challenges aligned with my long-term professional aspirations.

I am deeply grateful for the support, guidance, and opportunities I have received at [Company Name]. Working with you and the team has greatly contributed to my personal and professional growth, and I truly appreciate the positive experiences during my tenure here.

I am committed to ensuring a smooth and seamless transition. I am happy to assist in training a replacement or transferring my responsibilities as needed to minimize any inconvenience caused by my departure.

Thank you again for the valuable experiences and support. I hope to stay in touch, and I look forward to seeing how [Company Name] continues to grow and succeed in the future.

Sincerely,
[Your Name]