

## Resignation Letter Template: With Regret for Career Advancement

[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] at [Company Name], effective [Last Working Day, typically two weeks from date].

This decision has not been an easy one, as my time here has been both personally and professionally rewarding. I have greatly appreciated the opportunities for growth and development, as well as the support and encouragement I've received from you and my colleagues.

After careful consideration, I have decided to pursue an opportunity that will allow me to further advance my career and take on new challenges. Please know this decision is in no way a reflection of dissatisfaction, but rather a step I feel is necessary for my long-term professional growth.

I am truly grateful for the invaluable experience, mentorship, and friendship I have gained at [Company Name]. Working with such a dedicated team has been a privilege, and I will always look back on my time here with fondness and appreciation.

During my remaining time, I am committed to ensuring a smooth and seamless transition. Please let me know how I can help train my replacement, document procedures, or assist in any other way.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]