

Brief Resignation Letter Template for Switching Careers

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. After careful consideration, I have decided to pursue a new career path and will be transitioning to a different field.

I want to express my gratitude for the opportunities and support I have received during my time here. I appreciate the experiences I've gained and the relationships I've built.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities over the next few weeks. Please let me know if there is anything I can do to assist during this period.

Thank you again for everything.

Sincerely,
[Your Name]