

# Resignation Letter for Career Growth Opportunity

[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 the date above]. This decision was not made lightly, as my time at [Company Name] has been highly valuable and rewarding.

Over the years, I have greatly appreciated the opportunities for professional and personal growth that you and the company have offered me. I am sincerely grateful for the support, mentorship, and camaraderie I have experienced during my tenure.

After careful consideration, I have decided to pursue a new role that aligns with my long-term career aspirations and will allow me to further develop my skills. This opportunity is an important step in my professional journey, and I am eager to embrace new challenges and responsibilities.

I remain committed to ensuring a smooth transition. I am happy to assist in training a replacement and will do everything possible to help during this period.

Thank you once again for all the opportunities and support. I look forward to staying in touch and wish the team continued success.

Sincerely,  
[Your Name]