

Resignation Letter Due to Better Career Advancement

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient'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. After careful consideration, I have accepted an offer for a position that presents greater opportunities for professional growth and career advancement. While I am excited about this next stage in my career, I am extremely grateful for the valuable experiences, support, and learning opportunities that [Company Name] has provided me during my tenure.

I would like to extend my heartfelt thanks for the guidance, encouragement, and trust extended to me by you and the entire team. I have enjoyed working here and truly appreciate the collaborative environment and positive workplace culture.

I am committed to ensuring a smooth transition and will do my utmost to complete current projects and assist in any way possible during my notice period. Please let me know how I can help to facilitate a seamless handover of my responsibilities.

Thank you again for the opportunities and support. I value the relationships I have developed here and look forward to staying in touch.

Sincerely,
[Your Name]