

Resignation Letter Format for Personal Career Growth Reasons

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

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

This decision comes after careful consideration of my professional goals. I have chosen to pursue a new opportunity that will allow me to further develop my career and build upon the skills I have acquired at [Company Name]. Please be assured that this decision is based solely on my desire for personal career growth and is in no way a reflection of any dissatisfaction with my current role or the organization.

I would like to express my sincere gratitude for the experiences, opportunities, and support I have received during my time here. Working with you and the team has greatly contributed to my professional development, and I am truly appreciative of all I have learned.

I am committed to ensuring a smooth transition and will do everything I can to assist during this period. Please let me know if there is anything specific I can do to help as I wrap up my responsibilities.

Thank you once again for your understanding and support. I hope to remain in touch and wish [Company Name] continued success in the future.

Sincerely,

[Your Name]