

Resignation Letter Template: Career Change

[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 easy and involved considerable reflection. Ultimately, I have decided to pursue a new career path that aligns with my long-term professional goals. This change is an important step for my personal and professional growth, and I believe it is the right time to make this transition.

I greatly appreciate the opportunities for development and the support I have received during my time here. Working with such a talented and supportive team has been a privilege, and I am grateful for the experiences and knowledge I have gained.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities efficiently. Please let me know how I can assist during this period.

Thank you once again for your leadership and understanding. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]