

Sample Resignation Letter for Pursuing Career Advancement

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

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

Dear [Recipient'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 date above].

This decision was not made lightly and comes after careful consideration of my career goals and aspirations. I have accepted an opportunity that will allow me to pursue further career advancement and professional growth.

I want to express my heartfelt gratitude for the opportunities I have received during my tenure with [Company Name]. The experiences and knowledge I have gained here have been invaluable, and I am sincerely appreciative of the support and mentorship provided by you and my colleagues.

During my notice period, I am committed to ensuring a smooth transition of my responsibilities. Please let me know how I can assist with training my replacement or wrapping up outstanding projects to facilitate a seamless handover.

I value the relationships I have built at [Company Name] and hope to maintain a positive connection in the future. Thank you once again for the opportunity to be a part of your team.

Sincerely,
[Your Name]