

Simple Resignation Letter for Pursuing Career Growth

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

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

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from date above].

I have greatly valued my time at [Company Name] and appreciate the opportunities I have had to develop professionally and personally. After careful consideration, I have decided to pursue new opportunities that align with my career growth and aspirations.

I am grateful for the support, guidance, and experience I have received during my tenure here. Please let me know how I can assist with the transition process to ensure a smooth handover of my responsibilities.

Thank you again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and wish the organization continued success.

Sincerely,
[Your Name]