

# Resignation Letter for Career Advancement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one for me, but after careful consideration, I have accepted a position that will allow me to further my career and professional development. I am truly grateful for the opportunities I have had to grow and learn during my time at [Company's Name].

Thank you for your support and understanding. I appreciate the guidance you have provided me and the relationships I have built here. I assure you that I will do everything I can to ensure a smooth transition during my remaining time at the company.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]