

# Resignation Letter for Career Advancement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date]. This decision was not easy, but after careful consideration, I have accepted a new position that will further my career advancement.

I am grateful for the opportunities I have had at [Company's Name] and for all the support I received during my time here. I have learned and grown immensely, thanks to a wonderful team and leadership.

I am committed to ensuring a smooth transition and will work diligently to complete my remaining responsibilities. Please let me know how I can assist during this time.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]