

Resignation Letter Due to Career Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I pursue a new career opportunity that aligns more closely with my professional aspirations and personal goals.

I want to express my gratitude for the support and opportunities I have received during my time at [Company/Organization Name]. Working here has allowed me to grow both personally and professionally, and I will cherish the memories and experiences I've gained.

During my remaining time, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement or handing over my duties to other team members.

Thank you once again for everything. I hope to stay in touch, and I wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]