

Resignation Letter for Professional Development

[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 above]. This decision comes after careful consideration and is motivated by my desire to pursue further professional development opportunities.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have gained invaluable experience and knowledge that I will carry with me throughout my career.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for your support and guidance. I hope to stay in touch, and I look forward to seeing the continued success of [Company's Name].

Sincerely,

[Your Name]