

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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. I have accepted an offer that will allow me to further advance my career and pursue new challenges.

I want to express my deep gratitude for the opportunities I have had during my time here. Working at [Company's Name] has been an invaluable experience, and I appreciate all the support from you and my colleagues.

I am committed to ensuring a smooth transition and will be happy to assist in training my replacement or completing any outstanding projects during my remaining time.

Thank you once again for everything. I hope to stay in touch, and I look forward to seeing how [Company's Name] continues to grow and succeed.

Sincerely,

[Your Name]