

# Resignation Letter for Career Advancement

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but after careful consideration, I have decided to pursue a new opportunity that aligns more closely with my career goals and aspirations.

I want to express my sincere gratitude for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I have enjoyed working with you and the team, and I appreciate the support and guidance I've received.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]