

# 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].

This decision was not easy and involved considerable thought, but I have accepted a position that will further my career advancement and personal growth.

I appreciate the opportunities I have had at [Company's Name] and am grateful for the support and guidance you have provided during my tenure. I have learned a great deal and will carry those lessons with me into my future endeavors.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can help during this period.

Thank you once again for everything. I hope to keep in touch, and I wish you and the team continued success.

Sincerely,

[Your Name]