
Formal Resignation Letter for Career Growth Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to announce my resignation from [Your Position] at [Company Name], effective [last working day].

While my time at [Company Name] has been invaluable for my professional development, I have been offered a role that aligns more directly with my long-term career aspirations. This new opportunity presents challenges that I believe will propel me towards my career goals.

I cannot express enough gratitude for the guidance and mentorship I've received here. I'm committed to ensuring a seamless transition.

Best regards

[Your Name]