Sample Resignation Letter For Career Growth

Your Full Name
Title
Address
City, State, Zip Code
Phone Number
Email Address

[DATE]

Name of Manager
Title
Name of Company
Address
City, State, Zip Code

Dear Mr./Ms. [Last Name of Manager]:

Please accept this letter of resignation from the position of [Job Title], effective two weeks from today. My last day at [Name of Company] will be [date].

I have accepted a position with another company that will further my growth and development in my career.

I have enjoyed working at [Name of Company] and will miss my colleagues. However, this new position will challenge my growth and further my career.

During the next two weeks, I am willing to help you in any way to make the transition as smooth as possible.

This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.

Again, it has been a pleasure working as a part of your company.

Best regards,

Signature
Your Full Name