

Professional transition to new career path

Subject: Career Transition - Resignation Notice

Dear [Supervisor Name],

Please accept this letter as formal notification of my resignation from my bus driver position with [Organization Name]. My last day of employment will be [Date], providing two weeks' notice as required.

I have accepted a position in a different field that aligns with my long-term career goals and educational background. While this was a difficult decision, I believe this opportunity will allow me to grow professionally in ways that complement my skills and interests.

I want to emphasize that this decision is purely based on career development and is in no way a reflection of my experience here. I have thoroughly enjoyed my time as a bus driver and have great respect for this profession and the important role it plays in our community.

During my remaining time, I will ensure that my route documentation is current and complete, and I am available to train my replacement. I will also work with the dispatch team to ensure a smooth transition for the students and families who depend on reliable transportation.

I am grateful for the skills I have developed here, including responsibility, punctuality, and working with diverse groups of people. These experiences will serve me well in my future endeavors.

Thank you for the opportunity to be part of this team. I wish everyone continued success.

Sincerely,

[Your Name]

[Date]

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