

Resignation Letter Career Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my decision to resign from my position as [Your Current Position] at [Company/Organization Name]. My last day of work will be [Last Working Day], providing [Notice Period] weeks' notice as per the company's policy.

I have thoroughly enjoyed my time working at [Company/Organization Name] and feel incredibly grateful for the opportunities and experiences I have gained here. The support from my colleagues and the chance to contribute to [Company/Organization Name]'s success has been invaluable to me.

However, after much contemplation and self-reflection, I have come to the realization that my true passion lies in a different career path. This decision was not made hastily, but rather, after careful consideration of my long-term goals and aspirations. As a result, I have decided to pursue a new opportunity in [New Career Field] that aligns more closely with my personal and professional interests.

I am committed to making this transition as smooth as possible. Over the next [Notice Period]

weeks, I am more than willing to assist in any way to ensure a seamless handover of my current responsibilities. Please let me know how I can be of assistance during this period.

I sincerely appreciate the support, mentorship, and camaraderie I have received from both management and my fellow colleagues during my tenure here. I have grown both personally and professionally, and I will always cherish the relationships and memories I have formed.

Once again, I want to express my gratitude for the opportunities provided to me at [Company/Organization Name]. I am confident that this career change is the right decision for my future, and I will carry the lessons learned here with me throughout my journey.

Please consider this letter as my formal notice of resignation. I wish [Company/Organization Name] continued success and prosperity.

Thank you for your understanding and support.

Sincerely,

[Your Name]