

Formal career change resignation

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. I have made the decision to pursue a new career opportunity that aligns with my long-term professional goals.

I want to express my sincere gratitude for the support, guidance, and opportunities I have received during my time here. I am committed to ensuring a smooth transition and will assist in handing over my responsibilities.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Position]

[Department]

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