

# CAREER CHANGE RESIGNATION LETTER EXAMPLE

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August 17, 2022

Dear [Recipient's Name],

I am writing to inform you of my decision to resign from my position at [Company Name], effective [last working day, typically two weeks from the date of the letter]. This decision has not been made lightly, but after careful consideration, I have come to the conclusion that a career change is necessary to align with my long-term professional goals and aspirations.

I am grateful for the opportunities for growth and development that [Company Name] has provided me during my tenure. The experiences and skills I've gained here have been invaluable, and I appreciate the support and camaraderie of my colleagues.

While I have thoroughly enjoyed my time working with the [Company Name] team, I have decided to pursue a new direction in my career. This change aligns more closely with my personal and professional objectives, and I am enthusiastic about the challenges and opportunities that lie ahead.

I am committed to ensuring a smooth transition during my notice period. I am more than willing to assist in training a replacement or transferring my responsibilities to a designated colleague. I will make every effort to complete any outstanding projects and ensure that all necessary documentation is organized for a seamless handover.

I want to express my gratitude for the positive experiences and growth I've gained at [Company Name]. I value the relationships I've built during my time here and hope to maintain them in the future.

Thank you for your understanding, support, and the opportunities for professional development that [Company Name] has provided me. I wish the company continued success, and I look forward to staying in touch.

Sincerely,

[Your Name]

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