

Simple Notice of Resignation Letter Form Sample for Career Change

This **simple notice of resignation letter** form sample is designed to help you professionally communicate your decision to leave your current job due to a career change. It provides a clear and concise template to ensure a respectful and smooth transition. Use this format to maintain positive relationships and uphold professionalism during your departure.

Date:

Employer/Manager Name:

Enter recipient's name

Company Name:

Enter company name

Resignation Letter Body:

Dear [Employer/Manager Name],
I am writing to formally resign from my position at [Company Name],
effective [Last Working Day, typically two weeks from today].
This decision was not easy and comes after careful consideration of
my career path. I have decided to pursue a new career opportunity
that aligns with my long-term goals.
I want to thank you and the team for the support, guidance, and
opportunities provided to me during my tenure at [Company Name]. I
am committed to making this transition as smooth as possible and am
happy to assist in training or handing over my responsibilities.

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Your Name:

Enter your name