**RESIGNATION LETTER DUE TO A CHANGE IN CAREER**

“Please accept my resignation effective [your final day of work]. I have accepted a position at a [insert your next company type] and look forward to the new direction of my career, even though I will miss my work with you.

Thank you for the support and the opportunities over [insert time you were at the company].

Please let me know if you need any assistance during this transition and how I can help over the next few weeks.”

Note that this example includes mention of an industry, not a specific company. You do not need to include the name of your future employer in your resignation letter. In fact, it is better to leave that information out.