**Career Change Letter of Resignation**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Supervisor’s Name],

I am writing to inform you of my resignation from [Position Name] at [Company Name], effective [Resignation Date].

I have decided to pursue another opportunity in a different career field. I have been very fortunate to be given many opportunities to learn useful skills during my time at [Company Name]. Your guidance and support have prepared me well for the future.

Please let me know how I can be of help during the transition period. I wish you and the company the very best going forward.

Sincerely,

[*Your Signature*]

[Your Name]