

## POLITE RESIGNATION LETTER

<Date>

<Recipients Address>

<Salutation>

It is with deep regret that I must inform you of my need to leave <name of company> at the end of this <time>. After <number of months/years> employment with <name of company>, I find that my anticipated career goals are very different from the opportunities I am actually receiving in my current position.

I value the time I have spent with <name of company>, and the friends I have made. This position has taught me invaluable lessons about the <type of industry>, and for this I am very grateful. I do feel, however, that a change in my career plans is imminent in order for me to realize my full career potential.

Thank you for your continued support and guidance. I hope my departure does not place too much of an inconvenience on the <department>. I will be happy to do whatever I can to make this transition as easy as possible.

Very truly,