**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Resignation from work for career mobility & development**

Dear Ma’am,

This letter purports to inform my resignation with thirty days prior notice i.e. effective from [DATE]. The letter intends to clarify the reason behind my resignation and other liabilities.

I have been working here since 2009. I joined this organization as an Assistant Manager. In 2013, I was promoted to the designation of Manager. Later, in 2015, I was given the additional charge of working as a Team Leader in the FDMR Project in a joint venture with SIGMA Star, Lefto Co, and Ionic Constructions. The project (phase III) was completed on [DATE] by the Team constituted for the project. Another major project under my supervision was related to Urban Planning and Management that went very successfully and was highly acknowledged by the state government of California.

As you know, we should not be stagnant at one place professionally and should hike for other career opportunities giving strength and growth to our professional skillset and expertise. Thus, I want to resign from my designation to increment my experience in this field and further development in the sector. Working in this organization has been an immense pleasure and a time filled with learning and growth but I want to develop my career mobility as well.

I hope you will understand while giving out the approval to my resignation that is effective after thirty days. I thank you for your constant and kind support, cooperation, and never-ending consideration of your employees. Thank you.

Regards

Team Leader  
Project FDMR (Phase I, II, & III)  
Tracks Group & CO.   
5560- Central Point, Greenland RT, Boston  
CA, USA