Dear [employer’s name],

I am writing to inform you of my resignation from the position of [job title] at [company name]. My last day of work will be [date].

Although this was not an easy decision to make, I feel that it is time for me to pursue a change in direction and go after a career that aligns better with my personal goals and skillset.

I will miss working with you and everyone at [company name]. Over the next few weeks, I will be finishing up any pending projects and helping in the training of my replacement. If there is anything else I can do for the team during this transitionary period, please let me know.

Lastly, I want to thank you for your understanding and for a great [number of years] here at the company. I wish you nothing but success for the future.

Kind regards,

[your name]