

# Resignation letter for a career change

Three sample letters. Keep the one that fits, replace the text in [brackets], and match the notice period in your appointment letter.

## SAMPLE 1

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Subject: Resignation from the role of [Designation]

Dear [Manager's name],

I am writing to formally resign from my position as [Designation] at [Company name]. After a lot of reflection, I have decided to move into a different field, [New field], and I am taking up a role that will let me build a career in that direction.

As per the notice period in my appointment letter, my last working day will be [Last working day]. Until then, I will give my full attention to completing my current work, documenting processes that only I handle and training the colleague who will take over.

The skills I developed here, from working with clients to managing deadlines, will stay useful wherever I go, and I owe much of that to your guidance. Thank you for the trust you placed in me.

I request you to begin the process for my full and final settlement and the issue of my relieving and experience letters.

With gratitude,

[Your name]

[Designation]

## SAMPLE 2

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Subject: Resignation - career change

Dear [Manager's name],

I wanted to let you know that I am resigning from my role as [Designation] to pursue a career in [New field]. My last working day will be [Last working day], in line with my notice period.

I will make sure all my responsibilities are properly handed over and that the team has the documents and contacts it needs.

Thank you for your support and for everything I have learnt while working with you. This team has been a good place to grow, and I hope we stay in touch as I start this new chapter.

Please let me know the next steps for the exit process. HR is in copy.

Best regards,

[Your name]

[Designation]

## SAMPLE 3

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Subject: Resignation and transition plan

Dear [Manager's name],

Please accept this as my resignation from the position of [Designation] at [Company name]. I have decided to change careers and move into [New field], a decision I have been working towards for some time through courses and side projects.

My last working day as per my notice period will be [Last working day]. To make the transition easy for the team, I propose the following plan:

1. Complete handover notes for all ongoing work by [Handover date].
2. Hold walk-through sessions with [Colleague's name] for the tasks I handle alone.
3. Stay reachable on email for a couple of weeks after I leave for any quick questions.

I am open to changing this plan based on your priorities. Thank you for the opportunities I have had here; I am grateful for your mentorship.

Kindly guide me on the exit formalities and relieving letter.

Regards,

[Your name]

[Designation]