

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I have decided to pursue further education to advance my career.

I am incredibly grateful for the opportunities I have had at [Company's Name] and for your support over the years. I have learned a lot during my time here, and I value the experiences and relationships I have built.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities efficiently before my departure. Please let me know how I can assist during this period.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]