

[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].

I am grateful for the opportunities I have had during my time with the company, particularly the support I received while achieving my required certifications. This journey has been invaluable, and I appreciate the experience and knowledge gained.

As I move forward in my career, I hope to maintain the professional relationships I've developed here. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you once again for your guidance and support.

Sincerely,
[Your Name]