

[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], as I have recently acquired key qualifications that will help me pursue advanced career opportunities.

It has been a pleasure working with you and the team. I am grateful for the support and opportunities I have had during my time at [Company's Name], and I hope to carry the skills and knowledge gained here into my future endeavors.

Please let me know how I can assist during the transition. I hope to maintain our professional relationship moving forward.

Thank you once again for everything.

Sincerely,

[Your Name]