

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and required a lot of consideration.

After careful reflection, I have decided to pursue further education and training in [Specify Field or Area]. I believe that this opportunity will significantly enhance my skills and knowledge and enable me to contribute more effectively in the future.

I want to express my sincere gratitude for the support and opportunities I have received during my time at [Company Name]. I have learned a great deal and have enjoyed working with an exceptional team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]