

[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],

After careful consideration, 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 part of my commitment to lifelong learning and the pursuit of new educational opportunities that will further enhance my professional development.

During my time at [Company's Name], I have gained invaluable experience and insight, for which I am truly grateful. However, I believe that stepping into new challenges is essential for my growth and aligns with my long-term goals.

I intend to ensure a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

Thank you for the support and opportunities I have received. I look forward to staying connected in the future.

Sincerely,

[Your Name]