

[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 was not made lightly, but I have decided to pursue further educational opportunities that will contribute significantly to my professional growth. I believe this step is essential for my personal development and future career aspirations.

I am truly grateful for the opportunities I have had at [Company's Name] and the support from you and my colleagues. I have learned invaluable skills and made lasting relationships during my time here.

I am committed to ensuring a smooth transition during my remaining time and will do everything possible to wrap up my responsibilities effectively.

Thank you once again for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Name]