

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].

After careful consideration, I have decided to dedicate my time to my graduate training in [Field of Study]. This decision will allow me to focus on my educational goals and professional development.

I am grateful for the opportunities I've had at [Company Name] and for the support I've received from you and my colleagues. I have enjoyed working alongside such a talented team and will take many valuable lessons with me.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship in the future.

Thank you once again for everything.

Sincerely,
[Your Name]