

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue further education to enhance my knowledge and skills in our field. This was not an easy decision to make, as I have greatly enjoyed working with you and the team.

I want to express my heartfelt gratitude for the opportunities I have received during my time at [Company's Name]. I appreciate your support and understanding regarding my decision, and I hope to stay in touch in the future.

Thank you once again for everything. I will do my utmost to ensure a smooth transition during my remaining time here.

Sincerely,

[Your Name]