

Resignation Letter for Training Opportunities

[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 easy, but after careful consideration, I have decided to pursue a training opportunity that I believe will greatly enhance my skills and professional growth.

I want to express my gratitude for the support and opportunities I have received at [Company's Name]. I have enjoyed working with such a talented team and appreciate the opportunities for personal and professional development during my time here.

Please let me know how I can assist during the transition period. I wish [Company's Name] continued success in the future.

Thank you once again for everything.

Sincerely,

[Your Name]