

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. The decision to pursue further education has been a significant one for me, and I believe that this opportunity is in line with my long-term career goals.

I would like to take this opportunity to express my gratitude for the support and guidance I have received during my time at [Company/Organization Name]. I have greatly enjoyed working with you and the team and am thankful for the opportunities for personal and professional development.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]