

Resignation Letter

[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 I have decided to attend a professional development course that will help me enhance my skills and advance my career.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance from you and my colleagues.

I will do my best to ensure a smooth transition and complete any pending work before my departure.

Thank you again for your understanding. I hope to stay in touch.

Sincerely,

[Your Name]