

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 and took a lot of consideration, but I believe that pursuing advanced career qualifications is essential for my personal and professional growth.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance you and the team have provided me. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist with the handover process in the coming weeks.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]