

[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]. I have recently achieved my professional certification in [Certification Name], and I have decided to pursue new opportunities that align with my updated qualifications and career goals.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a pleasure working with you and the team, and I will always value the experiences I've gained here.

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. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]