

[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 [Your Company] effective [Last Working Day, typically two weeks from the date above]. I have accepted a job offer that aligns with my long-term career goals in the CFA field.

I want to express my gratitude for the opportunities and support I have received during my time at [Your Company]. I have enjoyed working with the team and will carry the experiences I've gained into the next chapter of my career.

Please let me know how I can assist in the transition during my remaining time here.

Thank you once again for everything.

Sincerely,

[Your Name]