

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This resignation is submitted to fulfill the requirements for my CXC certification.

I appreciate the opportunities for personal and professional growth that I have experienced during my time at [Company Name]. I am grateful for the support and guidance I have received from you and my colleagues. I will ensure a smooth transition of my responsibilities and am willing to assist in training my replacement during my remaining time.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to staying in touch in the future.

Sincerely,
[Your Name]