

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with [Company/Organization Name] and to be part of the team during my time as a [Your Position]. Being involved in the QNP program has provided me with invaluable experience and skills that I will carry forward in my career. This decision was not easy, but after careful consideration, I believe it is in my best interest to focus on my studies and complete the QNP program.

Thank you for the support and guidance during my tenure. I wish the company and my colleagues continued success.

Sincerely,  
[Your Name]