

[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]. This decision has not come lightly, but I have decided to pursue further education in [specific field or program]. I believe that this opportunity will significantly contribute to my personal and professional growth.

I am truly grateful for the experiences and support I have received during my time with [Company's Name]. I appreciate the guidance from you and my colleagues, which has shaped my career in many ways.

I will ensure a smooth transition by [mention how you plan to assist in the transition, e.g., training a replacement, completing ongoing projects, etc.].

Thank you once again for the opportunities I have had at [Company's Name]. I hope to stay in touch, and I look forward to seeing how the company continues to grow.

Sincerely,  
[Your Name]