

Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day].

This decision was not easy and took a significant amount of consideration. However, I have chosen to pursue further studies in Information Technology, which I believe will greatly enhance my skills and career prospects in the future.

I am incredibly grateful for the opportunities I've had during my time here, and I sincerely appreciate your support and guidance. Thank you for the encouragement and for fostering a positive work environment that has contributed to my personal and professional growth.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities efficiently. Please let me know how I can help during this period.

Thank you once again for everything.

Sincerely,

[Your Name]