

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two months from the date of the letter]. I have made the decision to pursue further educational opportunities which I believe will greatly enhance my career.

This was not an easy decision, as I have genuinely enjoyed working at [Company's Name] and am grateful for the support and opportunities I have received during my time here. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the training of my replacement if necessary.

Thank you once again for your understanding and support. I look forward to staying in touch, and I hope to make this transition as seamless as possible.

Sincerely,

[Your Name]