

Resignation Letter

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 decision comes as I have been accepted into a graduate program that requires my full attention and commitment.

I am grateful for the opportunities I've had during my time at [Company Name]. Working with such a talented team has been a valuable experience, and I appreciate the support and guidance provided to me throughout my tenure.

I will do everything I can to ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I look forward to our paths crossing again in the future.

Sincerely,
[Your Name]