

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 weeks from the date above]. The reason for my resignation is to focus on completing my degree.

I have greatly appreciated the opportunity to work with you and the team at [Company's Name]. This experience has been invaluable to my professional growth, and I am grateful for your support during my time here.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities before my departure. Please let me know how I can help during this process.

Thank you once again for the opportunity. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]