

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 was not made lightly, and it comes as I have recently been accepted into a master's program that I am eager to pursue.

My time at [Company's Name] has been incredibly rewarding, and I am grateful for the opportunities I have had to grow professionally and personally. I appreciate the support and guidance you and the team have provided during my tenure here.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement if needed. Please let me know how I can help during this transition period.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]