

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 easy, but I have chosen to focus on my academic advancement and pursue further studies in [specific field or program].

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and my colleagues. I appreciate the experiences that have contributed to my professional growth.

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

Thank you once again for your understanding. I hope to stay in touch and look forward to sharing my future academic endeavors with you.

Sincerely,

[Your Name]