

Resignation Letter for Personal Academic Growth

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my personal and academic goals.

During my time at [Company/Organization Name], I have gained invaluable experience and skills that I will carry forward in my academic and professional journey. However, I believe that focusing on my education will better equip me for future challenges and opportunities.

I am grateful for the support and guidance I have received during my tenure, and I hope to maintain our professional relationships in the future. I will ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch.

Sincerely,

[Your Name]