

# Resignation Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 two weeks from today, [Last Working Day].

After careful consideration, I have decided to pursue further education to advance my career goals. This decision was not an easy one and required considerable thought, but I believe it is the best path for my future.

I am extremely grateful for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance I have received from you and my colleagues. It has been a valuable experience that I will always carry with me.

During my remaining time, I am committed to ensuring a smooth transition and will do everything necessary to wrap up my duties. Please let me know how I can help facilitate this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to keeping in touch and hope our paths cross again in the future.

Sincerely,  
[Your Name]