

Resignation Letter for Further Education

[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 date above]. This decision comes after careful consideration of my goals, and I have decided to pursue further education to enhance my skills and knowledge.

I am grateful for the opportunities I have received during my time with the company. I appreciate the support from you and my colleagues, which has made my experience here truly valuable.

During the transition period, I am committed to ensuring that my responsibilities are handed off smoothly. Please let me know how I can help during this process.

Thank you once again for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Name]