

Resignation Letter

[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]. This decision was not made lightly, as I have greatly enjoyed working here. However, I believe it is necessary for me to step down in order to pursue my academic goals.

I am incredibly grateful for the support and opportunities I have received during my time with the company. I have learned invaluable skills and have enjoyed collaborating with the team. I hope to maintain a positive relationship and would appreciate your understanding in my decision to leave.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the wonderful experience. I look forward to staying in touch.

Sincerely,

[Your Name]