

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 [Last Working Day, typically two weeks from the date above].

This decision comes as I have chosen to pursue further education to enhance my skills and knowledge in [Field/Subject]. I believe that this opportunity is vital for my personal and professional growth, and I have made the difficult decision to step away from my role here.

I am truly grateful for the opportunities and experiences I have gained during my time at [Company's Name]. I appreciate the support and guidance you and the team have provided me throughout my tenure.

I will do my utmost to ensure a smooth transition and will complete all outstanding tasks before my departure. I hope to maintain a positive relationship, and I look forward to staying in touch.

Thank you once again for everything.

Sincerely,

[Your Name]