

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, but after careful consideration, I have decided to pursue further educational opportunities that will enhance my skills and knowledge in [specific field or area]. I believe this advancement is essential for my personal and professional growth.

I am immensely grateful for the support and opportunities I have received during my time at [Company/Organization Name]. I appreciate the guidance from my colleagues and the chance to work on various projects that have enriched my experience.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I look forward to the possibility of crossing paths in the future.

Sincerely,
[Your Name]