

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name] effective [Last Working Day, typically two weeks from today]. The decision to leave has not come easily, but after careful consideration, I have decided to enroll in a full-time academic program to pursue my educational goals.

I am grateful for the opportunities I have been given here at [Company Name] and for the support from my colleagues and management during my tenure. I have learned and grown immensely, and I will always appreciate my experience working under your leadership.

Please let me know how I can help during the transition period. I hope to maintain our professional relationships in the future.

Thank you again for everything.

Sincerely,

[Your Name]