

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to officially 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 committed to pursuing lifelong learning and furthering my education.

Working at [Company's Name] has been a profoundly rewarding experience, and I am grateful for the opportunities I've had to grow and develop professionally. I appreciate the support and guidance you and the team have provided during my tenure.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my responsibilities and assist in training my replacement if needed.

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

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]