

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[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 was not easy and took a lot of consideration.

The reason for my resignation is to pursue higher education opportunities that will allow me to enhance my skills and advance my career. I believe this next step is crucial for my professional growth.

I am incredibly grateful for the opportunities for personal and professional development that I have received during my time at [Company's Name]. I appreciate the support from you and my colleagues, which has nurtured my growth.

I am committed to making this transition as smooth as possible. I am happy to assist in training my replacement or providing any support needed during this period.

Thank you once again for the opportunities and guidance. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]