

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

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 has not come lightly, as I have greatly enjoyed my time at the company and appreciate the opportunities for professional growth and development that have been provided to me.

Moving forward, I have decided to pursue further education in [Field of Study or Degree Program] at [Educational Institution]. This step is crucial for me to achieve my long-term career goals, and I believe it will significantly enhance my knowledge and skills.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can assist in transferring my responsibilities or training my replacement.

Thank you for your understanding and support. I hope to keep in touch in the future.

Sincerely,

[Your Name]