

Resignation Letter

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

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 comes after I have successfully fulfilled my educational requirements, which I feel has prepared me for the next steps in my career.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have learned a great deal and will always appreciate the support from both you and the team.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for the opportunity to be part of [Company's Name]. I look forward to staying in touch.

Sincerely,

Your Name