

# 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 was not easy, but I have decided to focus entirely on my studies as I approach graduation.

I am grateful for the opportunities and experiences I've gained during my time at [Company's Name]. The support from you and my colleagues has greatly contributed to my personal and professional growth.

Thank you for your understanding. I hope to stay in touch, and I look forward to the possibility of reconnecting in the future.

Sincerely,

[Your Name]