

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 as a result of my academic commitments, which require my full attention and focus.

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. It has been a valuable experience, and I have greatly enjoyed working with you and the team.

Please let me know how I can help during the transition. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]