

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

After careful consideration, I have decided to return to school full-time to pursue my education and further my career goals. This was not an easy decision, as I have greatly enjoyed my time at [Company's Name] and appreciated the opportunities I have had to learn and grow.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you for the support and guidance you have provided me during my time at [Company's Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Name]