

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

The decision to resign was not easy, but I have decided to focus on completing my education. I believe this is the best path for my personal and professional growth at this time.

I am grateful for the opportunities I've had while working at [Company Name] and for the support from you and the team. I will do my best to ensure a smooth transition during my remaining time.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]