

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]. This decision comes as I have decided to pursue a degree that will require my full attention and commitment.

I am grateful for the opportunities I've had to grow and develop professionally at [Company's Name]. The experiences and knowledge I gained here will be invaluable in my future pursuits.

Thank you for your understanding and support. I hope to maintain our professional relationship moving forward.

Sincerely,

[Your Name]