

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 as a part-time [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have truly enjoyed my time working with you and the team. However, I have decided to pursue full-time studies to further my education and career.

I am grateful for the support and opportunities I have received during my time here, and I hope to maintain our relationship in the future. Please let me know how I can assist during the transition period.

Thank you once again for everything. I hope to stay in touch!

Sincerely,

[Your Name]