

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

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

As I am nearing the completion of my degree, I have decided to focus fully on my studies and prepare for my next steps in my career. I have greatly appreciated the opportunities for professional and personal development that you have provided during my time at [Company's Name].

I will do my utmost to ensure a smooth transition and will be happy to assist in training my replacement or wrapping up my duties before my departure.

Thank you once again for the opportunity. I look forward to staying in touch in the future.

Sincerely,

[Your Name]