

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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]. This decision has not come easily, but after careful consideration, I have realized that I am unable to balance my work responsibilities with my academic commitments.

My time at [Company Name] has been incredibly rewarding and I truly appreciate the opportunities I have had to grow both personally and professionally. I am grateful for the support and understanding from you and the team during my tenure.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and train any necessary team members.

Thank you once again for the invaluable experience. I hope to stay in touch and wish you and the team continued success.

Sincerely,
[Your Name]