

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 comes as I prioritize the completion of my degree and focus on my academic goals.

I am grateful for the opportunities and experiences I have gained while working at [Company Name]. The support from the team has been invaluable, and I will cherish the memories made during my time here.

Please let me know how I can assist during the transition and ensure a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]