

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 above]. This decision comes as I will be transitioning to full-time academic work, which I have decided to pursue to further my education and career objectives.

It has been a privilege to work alongside such talented colleagues and I am grateful for the opportunities for personal and professional development that you and the team have provided me during my time here.

I will do everything I can to ensure a smooth transition, including training my replacement and wrapping up any outstanding projects before my departure. Please let me know how else I can assist during this transition.

Thank you once again for your support and understanding. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]