

# 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 have chosen to pursue further education to enhance my skills and knowledge.

Working at [Company's Name] has been a valuable experience, and I am grateful for the support and opportunities provided to me during my time here. I will ensure a smooth transition of my responsibilities and will do everything possible to assist in the handover process.

Thank you once again for the guidance and opportunities I've received. I hope to stay in touch in the future.

Sincerely,

[Your Name]