

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Department Name]

[Organization Name]

[Office Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Job Title] with [Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I have thoroughly enjoyed my time working at [Organization Name]. However, I have decided to pursue further education in [Field of Study], which I believe will advance my career and personal development.

I appreciate the opportunities I have received during my tenure and am grateful for the support and guidance from you and my colleagues. I will ensure that all my duties are transitioned smoothly and offer my assistance in any way necessary during the handover period.

Thank you for your understanding. I hope to keep in touch in the future, and I look forward to seeing the continued success of [Organization Name].

Sincerely,

[Your Name]