

Formal Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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]. The decision to leave my role has not come lightly, but after careful consideration, I have decided to pursue further academic pursuits, which I believe will aid in my professional growth.

I am truly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate your support and guidance, and I have enjoyed working with a talented team that has contributed significantly to my professional development.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order and ensure a smooth handover.

Thank you once again for everything. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

Your Name