

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

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 have decided to complete my degree program, which will require my full attention and commitment. I believe this is a vital step for my personal and professional growth.

I am grateful for the opportunities I have had during my time at [Company Name] and for your support throughout my journey. I will ensure a smooth transition and hand over my responsibilities effectively before my departure.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]