

[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]. This decision was not easy and took a lot of consideration.

The reason for my resignation is to pursue educational growth opportunities that I believe will enhance my skillset and contribute to my long-term career aspirations. I am excited about this new chapter in my education and career, but I will sincerely miss the team and the valuable experiences I've gained here at [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can help during this time.

Thank you for the support and opportunities you have provided me during my time at [Company's Name]. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]