

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 was not easy and required a great deal of consideration. However, I have decided to pursue higher education to further my career and personal growth.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned a great deal and appreciate the support from you and my colleagues. I hope to stay in touch and will carry the experiences and skills I gained here into my future endeavors.

Thank you once again for everything. I wish the company continued success.

Sincerely,

[Your Name]