

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective two weeks from today, [Last Working Day]. I have made the decision to pursue further studies, which I believe will enhance my personal and professional development.

This decision was not easy and took a lot of consideration. I am grateful for the opportunities I've had to grow within the company and for the support from both you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the opportunities for professional and personal development that you have provided me during my time at [Company Name]. I hope to stay in touch, and I wish the company continued success.

Sincerely,
[Your Name]