

# Resignation Letter for Professional Further Education

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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.

The reason for my resignation is to pursue further education in [specific field or area of study]. I believe that this opportunity will significantly enhance my professional skills and contribute positively to my career growth.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist during the handover period. I appreciate the support and guidance I've received during my time at [Company's Name]. I truly value the experiences and relationships I've built here.

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

Sincerely,

[Your Name]