

Resignation Letter

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 of this letter].

After careful consideration, I have decided to pursue specialized coursework in [Field/Subject] to further my education and career. This opportunity is important for my professional development and personal growth.

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate the support you and the team have provided me. I will do my best to ensure a smooth transition before my departure.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]