

Resignation Letter

[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 an easy one, but after careful consideration, I have decided to pursue further education to enhance my skills and advance my career.

I am deeply grateful for the opportunities I have had to grow and learn while working at [Company's Name]. I appreciate the support and guidance from you and my colleagues during my tenure here.

During this transition, I am committed to ensuring a seamless handover of my responsibilities and will do everything I can to assist in this process.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]