

# 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 comes after careful consideration, as I have decided to pursue graduate studies in [Field of Study].

I am grateful for the opportunities and support I have received during my time at [Company's Name]. Working with such a talented team has been a rewarding experience, and I appreciate all the guidance and encouragement I have received along the way.

Please let me know how I can assist during the transition process. I hope to maintain a positive relationship moving forward and wish the company continued success.

Thank you once again for everything.

Sincerely,  
[Your Name]