

Resignation Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue further studies to enhance my knowledge and skills in the engineering field. This decision was not easy, as I have thoroughly enjoyed working at [Company's Name] and appreciate the opportunities I have had to grow professionally.

I would like to express my gratitude for the support and guidance I have received during my time here. I am committed to ensuring a smooth transition and will do my best to complete my current projects and assist in training my successor.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I look forward to seeing how the company continues to thrive in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]