

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

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 above]. After much consideration, I have decided to pursue further education to enhance my skills and knowledge in [specific field or area of study].

It has been a great honor to be part of [Company Name] for [number of years] years. I am truly grateful for the opportunities I have received and the support from my colleagues and you. The experience I gained here has been invaluable, and I will carry these lessons with me in my future endeavors.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this period.

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

Sincerely,
[Your Name]