

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 careful consideration, I have decided to pursue further education to enhance my skills and knowledge in [specific field or area of study]. This decision was not easy, as I have enjoyed working with you and the team.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company Name]. I appreciate your support and understanding as I take this next step in my career.

I am committed to making this transition as smooth as possible and am happy to assist in training my replacement or passing on my responsibilities before my departure.

Thank you once again for everything.

Sincerely,

[Your Name]