

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company/Institution Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of my recent academic achievements, including [briefly mention specific achievements or awards], which have inspired me to pursue further educational opportunities.

I am grateful for the support and opportunities provided to me during my time at [Company/Institution Name]. I have learned a great deal and will cherish the experiences and relationships I have built here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively in the coming weeks.

Thank you once again for the guidance and encouragement. I hope to keep in touch, and I look forward to the possibility of crossing paths in the future.

Sincerely,

[Your Name]