

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 as I have recently completed my higher education and am now looking to pursue new opportunities in my field.

It has been a pleasure working with you and the team. I am grateful for the support and opportunities I have received during my time here. I will do my utmost to ensure a smooth transition and assist in any way I can before my departure.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]