

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

This decision was not easy and took a lot of consideration. However, I have decided to pursue my educational goals, which require my full attention and commitment.

I am incredibly grateful for the opportunities I have had during my time at [Company Name], and I appreciate the support and guidance you and the entire team have provided. I have learned and grown immensely, and I will always cherish my experiences here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities thoroughly.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]