

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. I have recently completed my advanced degree in [Field of Study], and I have decided to pursue opportunities that align with my new qualifications.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have greatly enjoyed working alongside my colleagues and appreciate the professional development I have gained.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]