

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]

Subject: Resignation Letter

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].

After careful consideration, I have decided to pursue further educational opportunities that align with my career goals. I recently obtained [mention educational credentials, e.g., a Master's degree in XYZ] and feel that this new qualification will allow me to better contribute to my professional development.

I appreciate the support and opportunities I have received during my time at [Company's Name]. I am grateful for the experiences I have gained and the relationships I have built.

Please let me know how I can assist during this transition period. I hope to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunities and understanding. I hope to stay in touch and look forward to our paths crossing again in the future.

Sincerely,

[Your Name]