

# 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]. This decision comes after much reflection on my career path and aspirations for educational advancement.

Upon careful consideration, I have decided to pursue further studies in [Field of Study or Program], which I believe will enhance my skills and knowledge. This choice is motivated by my commitment to personal growth and professional development.

I want to thank you and the entire team for the support and opportunities I have received during my time here. It has been a pleasure working alongside such talented individuals, and I am grateful for the experiences I have gained.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]