

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

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, usually two weeks from the date above]. My decision to resign comes as I plan to further my education and pursue my studies in [Field of Study].

This was not an easy decision, and I have greatly enjoyed working with you and the team. I am grateful for the opportunities I have had during my time at [Company Name] and will always value the support and encouragement I received.

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

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,  
[Your Name]