

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 as a Sales Representative at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue further education in [specific field or program you intend to study]. This decision aligns with my long-term career goals and personal aspirations.

I would like to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned valuable skills and made wonderful connections that I will carry with me in my future endeavors.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you again for your support and understanding.

Sincerely,

[Your Name]