

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, e.g., two weeks from today's date]. It was not an easy decision to make, as I have greatly valued the opportunities for both personal and professional growth during my time here.

Given the current uncertain times, I have decided to pursue further education, which I believe will enhance my skills and knowledge. This decision is pivotal for my future career, and I am excited about this new chapter in my life.

Thank you for your understanding and support during this transition. I am grateful for the guidance and mentorship I have received from you and the team.

Wishing the team continued success.

Sincerely,

[Your Name]