

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

After careful consideration, I have decided to pursue further education to enhance my skills and knowledge in [specific field or subject]. This was a difficult decision as I have greatly enjoyed my time at [Company's Name] and am truly grateful for the opportunities that have been provided to me.

I want to express my sincere appreciation for your support and guidance throughout my tenure here. I have learned so much and have been inspired by the innovative environment at [Company's Name]. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively during my notice period.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]