

# 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 as [Your Job Title] 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 advance my career. This decision was not easy, as I have greatly enjoyed my time at [Company's Name] and appreciate the opportunities I have had for growth and development.

I am committed to making this transition as smooth as possible and will do everything I can to hand over my responsibilities effectively before my departure.

Thank you for your support and guidance during my tenure at [Company's Name]. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]