

# Resignation Letter to Pursue Further Education

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, typically two weeks from the date above]. The decision to resign was not easy, but I have decided to pursue further education in [Field of Study] to advance my career.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and guidance provided by you and my colleagues. I will do my best to ensure a smooth transition and complete my current responsibilities before my departure.

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

Sincerely,

[Your Name]