

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, but I have decided to pursue further education to enhance my knowledge and skills in the legal field.

I want to express my gratitude for the opportunities I've had during my time at [Company/Organization Name]. I have greatly valued the support and guidance provided by you and my colleagues, which has significantly contributed to my professional growth.

In the coming weeks, I am committed to ensuring a smooth transition and will assist in training my replacement if needed.

Thank you once again for everything. I hope to stay in touch, and I wish [Company/Organization Name] continued success.

Sincerely,

[Your Name]