

# Resignation Letter for Graduate Studies

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, usually two weeks from the date above]. This decision was not made lightly, but I have decided to pursue my graduate studies, which have been a long-standing goal of mine.

I am extremely grateful for the opportunities I have had while working here and for the support from you and my colleagues. I have learned so much and have genuinely enjoyed being a part of the team.

Please let me know how I can help during the transition. I hope to maintain our professional relationship moving forward, and I look forward to staying in touch.

Thank you once again for everything.

Sincerely,

[Your Name]