

Resignation Letter for Continued Education

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy and required a great deal of thought. However, I have decided to pursue further education, which I believe will enhance my career and personal development.

I am truly grateful for the opportunities I have received during my time at [Company Name]. I appreciate your support and guidance, and I have enjoyed working with such a talented team. I will do my best to ensure a smooth transition and will complete all outstanding tasks before my departure.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,
[Your Name]