

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]

Subject: Resignation Letter

Dear [Recipient Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy and involved considerable thought; however, I have decided to enroll in a higher education program to further my academic and professional development.

During my time at [Company/Organization Name], I have greatly appreciated the opportunities for growth and the support I have received from both you and my colleagues. I am proud to have been a part of such a dedicated team and will always cherish the experience.

In the coming weeks, I am committed to making this transition as smooth as possible, ensuring that all my responsibilities are handed over appropriately. Please let me know how I can assist during this period.

Thank you once again for the opportunities and support. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]