

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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].

This decision was not an easy one, but after careful consideration, I have decided to focus on my graduate coursework. I believe this is the best path for my personal and professional development at this time.

I am grateful for the opportunities I've had to grow and learn during my time at [Company's Name]. Thank you for your support and understanding.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this period.

Thank you once again for everything.

Sincerely,

[Your Name]