

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]

Subject: Resignation Letter

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 easy and required a lot of consideration.

I have decided to pursue a master's program in [Field of Study] which I believe will help me develop my professional skills and advance my career. I want to express my heartfelt gratitude for the opportunities I've had during my time at [Company's Name].

Thank you once again for your support. I hope to stay in touch, and I look forward to seeing how [Company's Name] continues to thrive.

Sincerely,

[Your Name]