

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 made lightly, but after careful consideration, I have decided to pursue further professional development through graduate study. I believe this opportunity will help me grow both personally and professionally, and ultimately benefit my career.

I am grateful for the opportunities I have had during my time at [Company's Name] and the support you and the team have provided me. I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you once again for everything. I hope to stay in touch, and I look forward to our paths crossing again in the future.

Sincerely,

[Your Name]