

Resignation Letter

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]. After careful consideration, I have decided to pursue further education, which I believe will greatly enhance my skills and professional growth.

I am grateful for the opportunities I have had during my time here, and I appreciate the support of my colleagues and management. I will do my best to ensure a smooth transition and will assist in training my replacement if needed.

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

Sincerely,
[Your Name]