

# Resignation Letter for Continuing Education

[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 date above]. I have decided to pursue further education to enhance my skills and expand my career opportunities.

This decision was not an easy one, as I have greatly appreciated the opportunities for growth and development during my time with the company. I am grateful for the support and guidance I have received from you and my colleagues.

I will do my best to ensure a smooth transition and complete any outstanding tasks. Please let me know how I can assist during this transition period.

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]