

Resignation Letter for Educational Pursuits

[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 made lightly, but I have decided to pursue further education to enhance my professional skills and knowledge.

Working at [Company's Name] has been an invaluable experience, and I am grateful for all the support and opportunities I received during my time here. I have enjoyed collaborating with such a talented team and appreciate the guidance you provided in my professional development.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this time.

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

Sincerely,

[Your Name]