

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 comes after careful consideration as I have decided to pursue further studies to enhance my qualifications and skills.

I am grateful for the opportunities I have had while working at [Company's Name]. I appreciate the support and guidance I received during my tenure here, and I have enjoyed working with my colleagues and contributing to the team.

I will ensure a smooth transition of my responsibilities and will be happy to assist in training my replacement if needed. Please let me know if there is anything else I can do during this transition period.

Thank you once again for the opportunity. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]