

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].

This decision has not come easily, as I have enjoyed working at [Company Name] and appreciate the opportunities for personal and professional growth. However, I have decided to pursue a degree in [Field of Study], which I believe will enhance my skills and future career prospects.

I am committed to ensuring a smooth transition and will do my best to wrap up my duties and help train my replacement during my remaining time here.

Thank you for your support and understanding. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,
[Your Name]