

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 has not come easily, but after careful consideration, I have decided to pursue higher education to further my professional and personal development.

I am grateful for the opportunities I have received during my time at [Company's Name], the support from my colleagues, and the valuable experiences I've gained. I assure you that I will do everything possible to ensure a smooth transition in the coming weeks.

Thank you once again for your understanding and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]