

# 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 - [Your Name]**

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 as I have chosen to pursue further education to enhance my skills and career prospects.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from you and my colleagues. I am committed to ensuring a smooth transition of my responsibilities over the next [notice period duration] and will do everything possible to assist during this period.

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

Sincerely,

[Your Name]