

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, usually two weeks from the date above]. This decision was not made lightly, but after considerable thought, I have decided to pursue further educational opportunities that will enhance my skills and knowledge.

I have genuinely appreciated the opportunities for personal and professional development during my time at [Company's Name]. I am thankful for the guidance and support you and the team have provided. I will do everything possible to ensure a smooth transition, including training my replacement if needed.

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

Sincerely,

[Your Name]