

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Supervisor's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Supervisor'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 was not an easy one to make, but I have decided to pursue further academic qualifications that will enhance my career.

I am grateful for the opportunities I have received during my time at [Company's Name] and for the support from my colleagues and management. I have learned invaluable skills and have enjoyed working on [specific projects or responsibilities].

I will do my utmost to ensure a smooth transition during my remaining time. Please let me know how I can assist in wrapping up my responsibilities or training my replacement.

Thank you once again for the support and encouragement. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

Your Name