

[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 Letter

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]. I have recently made the decision to pursue further studies by enrolling in a graduate program, which I believe will greatly benefit my personal and professional growth.

I would like to express my gratitude for the opportunities and support I have received during my time at [Company's Name]. It has been a pleasure working alongside such a talented team, and I will cherish the experiences I have gained here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for your understanding and support. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]