

Resignation Letter for Further Studies

[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]. This decision comes as I have decided to pursue further studies to enhance my knowledge and skills in [Your Field/Area of Study].

My time at [Company's Name] has been incredibly rewarding, and I am grateful for the opportunities I've had to grow both personally and professionally. I appreciate the support and guidance provided to me during my tenure.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities before my departure. Please let me know how I can help during this transition.

Thank you once again for everything. I hope to stay in touch, and I look forward to keeping you updated on my future endeavors.

Sincerely,

[Your Name]