

Resignation Letter for Doctoral Degree

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to pursue a doctoral degree. This decision is motivated by my desire to further my knowledge and expertise in [specific field of study], which I believe will enhance my professional growth.

I am grateful for the opportunities provided to me during my time at [Company/Organization Name], and I appreciate the support from you and my colleagues. I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities before my departure.

Thank you once again for the opportunities and support. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]