

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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, typically two weeks from the date above]. This decision was not easy; however, I have chosen to pursue a master's degree to further my education and develop my career.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate your support and guidance.

During the transition, I will do my best to ensure a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]