

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 immediately. This decision is necessary for me to pursue further educational opportunities that I believe are vital for my personal and professional growth.

I am grateful for the experiences and opportunities I have had during my time at [Company's Name]. I appreciate the support from you and my colleagues and will treasure the memories I have made here.

I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]