

Resignation Letter

[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]

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 after much consideration, as I have decided to pursue further education to enhance my skills and career opportunities.

I am grateful for the opportunities I have had here and the valuable experiences gained during my time with the team. I appreciate your support and guidance and look forward to applying what I've learned in my future endeavors.

Please let me know how I can assist in making this transition as smooth as possible.

Thank you once again for everything.

Sincerely,

[Your Name]