

# 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 [Last Working Day, typically two weeks from the date above]. This decision has not been easy, but I have decided to pursue further education to advance my career.

I am grateful for the opportunities I have had while working at [Company's Name]. I greatly appreciate the support and guidance you and my colleagues have provided during my time here.

I will ensure that I fulfill my responsibilities and complete any outstanding tasks during my remaining time at the company. Please let me know how I can help during the transition.

Thank you once again for the opportunities provided to me. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]