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| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear [Name of your direct manager],

This letter is an official notice of my resignation as [position] at [company name]. My last day will be **[Date]**. I have greatly appreciated my time at **[company]** but have decided to return to school and will be unable to dedicate myself to both [educational program] and my work here. I look forward to applying the skills I learned here to my education and continuing to grow my career in [field] by seeking out professional qualifications.

Thank you for providing me with guidance and opportunities for professional success by [examples of the benefits of working in your position]. I will always be appreciative of the lessons I learned here and the professional relationships I made.

Before I leave, I plan to ease the transition by [steps you will take to wrap up your work]. Please let me know if I can assist by training my replacement or preparing any additional materials. I have the utmost respect for our team and hope to make my departure as easy as possible for everyone involved.

Best,

[Signature]

[Name]