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

TO [Receiver Name] [Receiver Title]

Dear Sir/Mam, [Name]

I am sorry to inform you that I will be resigning from my post as Assistant Manager at ABC Company due to personal reasons.

Please accept my resignation effective 25 May. Next month, I will enroll in graduate school and need to resign from my role at Company XYZ.I would like to thank you for all of the great opportunities while working on this team. The learning experiences and skills I have developed while at Company XYZ have laid the ideal foundation for this new stage in my life at graduate school.

I am willing to give a two-week notice if that is what you require. I also understand that there will be a considerable amount of paperwork to fill out with human resources.

If you need to contact me and discuss this further, please call me at 555-323-6533 or email me at abc@email.com. I appreciate the opportunity to start my career at Tomato Bank, and I will use what I have learned to further my career.

Sincerely,

[Your Name]