

# Formal Two Weeks Notice Resignation Letter for Educational Pursuits

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally submit my resignation from my position as [Your Position] at [Company/Organization Name], effective two weeks from today. My last working day will be [Last Working Day, e.g., June 25, 2024].

This decision was not made lightly, as I have thoroughly enjoyed my time at [Company/Organization Name] and greatly appreciate the valuable experiences and growth opportunities I have received here. However, I have decided to pursue further educational opportunities to advance my personal and professional development.

During the next two weeks, I am fully committed to ensuring a smooth and seamless transition. Please let me know how I can best assist in transferring my responsibilities or training my replacement.

Thank you for your support, guidance, and understanding. I am sincerely grateful for the opportunities I have had while working alongside such a talented and dedicated team. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,  
[Your Name]