

Resignation Letter for Leaving Job to Pursue Master's Degree

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as I have greatly valued and enjoyed my time working at [Company Name]. However, after careful consideration, I have decided to pursue a master's degree to further my academic and career goals. I believe this opportunity will enable me to grow both personally and professionally.

I would like to express my sincere gratitude for the guidance, support, and encouragement I have received during my tenure with the company. I am genuinely thankful for the opportunities to develop my skills and contribute to our team.

To ensure a smooth transition, I am more than willing to assist in training my replacement or provide any necessary support during the handover period. Please let me know how I can be of help during this time.

Thank you once again for your understanding and support. I hope to keep in touch, and I am truly appreciative of the time I have spent at [Company Name].

Sincerely,
[Your Name]