

Short Resignation Letter Format for Continuing Education

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient'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].

The reason for my resignation is that I have decided to pursue further education to advance my personal and professional growth. This has been a difficult decision, as I have truly valued my time at [Company Name].

I am grateful for the opportunities and support I have received during my tenure here. I am committed to ensuring a smooth transition and am happy to assist in any way during my notice period.

Thank you again for everything.

Sincerely,

[Your Name]