

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to work with such a talented team and to be part of [Company/Organization Name]. I am grateful for the opportunities for professional and personal development that I have received during my time here. However, I have decided to pursue my graduation and further educational goals.

I assure you that I will do my utmost to ensure a smooth transition and will assist in training my replacement if necessary.

Thank you once again for the support and guidance provided during my tenure. I hope to keep in touch and wish the company continued success in the future.

Sincerely,  
[Your Name]