

# Professional Resignation Letter

Subject: Resignation Notice

Dear [Manager Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day]. The reason for my resignation is [Reason, e.g., pursuing higher education or personal relocation].

I am grateful for the guidance and opportunities provided during my tenure and will ensure a smooth transition of my responsibilities.

Sincerely,

[Your Name]

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