

Resignation Letter with Reason **For Study**

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Linda Green
ABC Technologies
123 Tech Drive
Seattle, WA, 98102

Dear Linda Green,

I am writing to formally announce my resignation from my position as Software Developer at ABC Technologies, effective two weeks from today, April 21, 2024. This decision comes after much deliberation and is driven by my desire to pursue further studies in Computer Science, an opportunity I believe is crucial for my personal and professional growth.

My time at ABC Technologies has been incredibly valuable and enriching. I am deeply grateful for the supportive environment, the learning opportunities provided, and the chance to work alongside such a talented and dedicated team. The experience and knowledge I've gained here will undoubtedly be beneficial as I move forward in my academic journey.

I am fully committed to ensuring a smooth transition and minimizing any inconvenience my departure may cause. I am more than willing to assist in training my successor and completing any outstanding projects to the best of my ability in the remaining time.

Please let me know how I can further contribute to making this transition as seamless as possible. Although I am moving on to a new chapter in my life, the skills and friendships I've developed at ABC Technologies will always hold a special place in my heart.

Thank you once again for all the opportunities for professional and personal development that you have provided me during my time at the company. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

Michael Thompson