

[Current Date]

[Employee Name]  
[Employee Job Title]  
[Company Name]

Dear [Employee Name],

I am writing to formally accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We understand that you are leaving to pursue further education. On behalf of [Company Name], I would like to commend your commitment to personal and professional development. While we are sorry to see you go, we fully support your decision to advance your studies.

We appreciate the contributions you have made during your time with us. Your hard work and dedication have been valued by the entire team.

Regarding your transition, Human Resources will contact you shortly to discuss the final payroll, return of company property, and exit formalities. Please ensure all pending tasks are handed over to [Manager/Colleague Name] before your departure.

We wish you the very best of luck with your studies and your future career endeavors.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title]  
[Company Name]