

[Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Last Working Date].

We understand that you have decided to leave [Company Name] to pursue further academic studies. On behalf of the organization, I would like to commend your commitment to professional development and higher education. We are supportive of your decision to advance your knowledge and skills in the field of [Degree/Field of Study].

We appreciate the contributions you have made during your tenure with us. Your hard work and dedication have been valued by your colleagues and management alike.

Regarding your transition, the Human Resources department will contact you shortly to schedule an exit interview and provide information regarding the final settlement of salary, benefits, and the return of company property.

We wish you the very best of luck in your academic pursuits and your future career endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]