

[Current Date]

[Employee's Full Name]

[Employee's Job Title]

[Department]

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 higher education. On behalf of the company, I would like to commend your commitment to personal and professional growth. While we are sorry to lose a valued member of the team, we fully support your decision to further your studies.

Thank you for your contributions to [Company Name] during your tenure. We appreciate the hard work and dedication you have shown.

Regarding your transition, please coordinate with the HR department to complete the necessary exit formalities and return any company property. We will ensure that your final compensation and relevant documents are processed by [Date].

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

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]