

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally acknowledge and 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 at [University Name]. We would like to congratulate you on your enrollment and commend your commitment to personal and professional development.

We appreciate the contributions you have made to [Company/Department Name] during your time with us. Your hard work and dedication have been valued by the team.

Regarding your transition, please ensure that all company property is returned by your final day. Human Resources will contact you shortly to provide information regarding final pay, benefits, and the exit interview process.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]