

[Current Date]

[Employee Name]
[Employee ID/Title]
[Department]

Subject: Acceptance of Resignation for Educational Purposes

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 are leaving your role to pursue further education at [Name of Educational Institution/Program]. We commend your commitment to academic development and professional growth. We are confident that the knowledge you gain will be a significant asset to your future career.

Please coordinate with the Human Resources department regarding the final clearance process, the return of company property, and the settlement of any remaining benefits or compensation.

On behalf of [Company Name], I would like to thank you for your contributions during your tenure. We wish you the very best of luck in your studies and your future endeavors.

Sincerely,

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