

[Current Date]

[Employee Name]
[Employee Job Title]
[Department]

Subject: Acceptance of Resignation

Dear [Employee Name],

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

We understand that you have chosen to leave your position to further your education. We commend your commitment to professional and personal growth, and we wish you the very best in your academic pursuits.

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

Regarding your departure process, [HR Name or Department] will contact you shortly to discuss the final settlement, return of company property, and exit formalities.

We wish you great success in your studies and your future career.

Sincerely,

[Manager Signature]
[Manager Name]
[Manager Title]
[Company Name]